

UST FACILITY COMPLIANCE INSPECTION HANDBOOK

INTRODUCTION

This handbook was written for inspectors and managers of California's local underground storage tank (UST) programs. Since 1985, local government agencies with UST programs have been known as "LIAs," or "local implementing agencies."

Under a law effective January 1, 1994, local government agencies consolidated programs dealing with hazardous substances into a single program managed by a single local agency - the Certified Unified Program Agency (CUPA). The Unified Program consolidates six different programs: the hazardous waste generator and onsite treatment programs, underground storage tank program, business plan program, risk management and prevention program, and portions of the above ground tank and Uniform Fire Code programs. The UST forms A, B, and C have been modified (see Appendix A) and incorporated into the "Unified Program Consolidated Form."

The Unified Program represents a major change in the management of hazardous waste and hazardous materials in California. For example, business owners within a CUPA jurisdiction will no longer pay multiple fees relating to hazardous waste and hazardous materials. These fees have been consolidated into a single fee system, and billed and collected by the CUPA. Inspections are also consolidated into a single inspection program managed by the CUPA. "Local implementing agencies are now referred to as "local agencies".

As the program exists today, California's USTs are subject to state law and regulations and the requirements of over 100 local agencies that issue operating permits to tank owners for approximately 55,000 USTs. At the county level, the local agency is usually within a Department of Health or Environmental Health. In a city, the local agency is usually within a Fire Department (see Appendix J for a list of local agency contacts).

One of the responsibilities of the State Water Resources Control Board (SWRCB) is to assist local agencies to implement and enforce the UST program. The SWRCB does this by adopting regulations covering construction, installation, monitoring, repairing, and removing UST systems. The SWRCB also publishes documents such as local guidance letters and other pamphlets and brochures when needed.

In an effort to better communicate with local agencies, the SWRCB began making scheduled visits in 1992 to find out how the local programs were working, to provide training on effective facility inspections, and to learn first-hand the problems faced by local regulators. These visits are now conducted in conjunction with the CUPA evaluation team.

Our agency visits have been interesting in many respects. In some agencies, the UST program is well staffed, inspectors have support and encouragement from management, the UST fees adequately support the program, and enforcement is even-handed and consistent.

We have also visited agencies where UST programs struggle under inadequate staffing and deficient funding. In these agencies, UST programs are given little attention, not because staff is unconcerned about the environment, but because other, revenue-generating projects and programs take precedence. If your agency falls into the last category we encourage you to look for ideas from other agencies where UST programs are up, running, and effective - where revenue is not a problem because the fee structures cover the costs of administering the programs. Get in touch with other local agencies for ideas, copies of forms, database set-up information, inspection procedures, inspection checklists, etc. You don't have to reinvent the wheel to have a great UST program!



This booklet was written for inspectors and managers of California's local underground storage tank (UST) programs. Other industry people such as tank owners, tank testers, consultants, contractors, manufacturers of leak detection monitoring equipment, and other government agency representatives may find the information useful.

To receive copies of this booklet at no charge, please fax your request to the State Water Resources Control Board, Underground Storage Tank Program at (916) 227-4349 or email [Marjorie Jobe](#).

SCOPE OF THIS DOCUMENT

This handbook covers facility compliance inspections and inspection follow-up activities. Guidance regarding tank installation and removal inspections is not included.

Use of the terms, "he," "him," and "his" are not intended to be gender specific, but are used to maintain an easy flow of text.

What is a UST facility?

A facility can be a gas station, a school maintenance yard, military base, truck stop, government garage, rental car agency, utility company, hospital or computer company (these use emergency generators), and others.

The law says local agency inspectors must conduct facility inspections, and:

“The purpose of the inspection is to determine whether the tank system complies with the applicable requirements of this chapter and the regulations. . . including the design and construction standards . . . whether the operator has monitored and tested the tank system as required by the (operating) permit, and whether the tank system is in a safe operating condition” [H&SC 25288(a)]. Most local agencies have some guidelines for their inspectors, but there has been a call for more uniformity in California.



There may be more than one reason to conduct facility inspections (routine, follow-up, or disciplinary). However, the goal is the same: to ensure that human health and the environment are protected from releases from underground storage tanks.

To that end, the inspector needs to plan a course of action.

- What needs to be done to prepare for the inspection?
- How are inspections prioritized?
- Will it be an announced or unannounced visit?
- What equipment and materials will the inspector need to take?
- What equipment should be taken to document findings?
- What items need to be inspected (records, equipment, etc.)?

These questions will be answered in this document.

UST Facility Compliance Inspection Handbook

Part I - Preparing for the Inspection

[Preparing for the Inspection]	[Announced vs. Unannounced Inspections]	[Your First Inspection Should be by Appointment]
[Send a Copy of the Inspection Checklist]	[Call Ahead or Drop In?]	[Announced or Unannounced Chart]
{ Reviewing Your Files }	[What to Take on the Inspection]	[Educational and Informational Materials]
[Tools]	[Equipment for Documenting Your Inspection]	[Safety Equipment]

Part I - PREPARING FOR THE INSPECTION

A. Prioritizing Inspections

The most organized inspector takes time to prioritize facility inspections to make the most of his available time. The "problem" tank owners - the ones with complaints and the ones who have received notices of violation (NOVS) - deserve more attention than others.

INSPECTION PRIORITIES

- ***One-year turnaround*** - Make sure each facility is inspected at least annually. Ideally, you should inspect higher-risk facilities such as those with single-wall steeltanks more often.
- ***Single-wall tanks and piping*** - Because these tanks pose a greater threat of releasing product into the environment than double-wall tank systems, they should be given high priority.
- ***Complaints*** - If you have received a complaint about the facility, it may be viewed as a higher priority.
- ***Past disciplinary actions*** - Have you issued NOVs? Warnings? Citations? Problem tank owners need frequent unannounced visits.
- ***Sloppy housekeeping*** - How does the facility look? Are things looking run down? Does the property look neglected? If the property isn't getting attention, then maybe monitoring is being neglected, too.



B. Announced vs. Unannounced Inspections

How you handle your initial contact with a tank owner could set the stage for all future correspondence and inspections.

If you're a seasoned inspector, you know that most tank owners and operators are willing to make sincere efforts to stay in compliance with the maze of federal, state, and local requirements imposed on them. Some infractions you find are not because of a disregard for the law, but are oversights resulting from a lack of understanding of the requirements.



YOUR FIRST INSPECTION SHOULD BE BY APPOINTMENT

This initial contact will be very important to both of you. The owner will know when and why you're coming, and will probably appreciate the time you took to call ahead. And you may be able to determine how much cooperation to expect when you arrive at the facility.



SEND A COPY OF THE INSPECTION CHECKLIST

When you call for an appointment, tell the owner that you will be sending a copy of your inspection checklist so he can be prepared for your visit (see sample checklist in Appendix F). This gesture will be appreciated and recognized for what it is - an attempt to help the owner understand his regulatory responsibilities. This should be a good start in establishing a mutually cooperative relationship.

You can also tell the owner that you may be making unscheduled inspections in the future to make sure compliance is ongoing. These surprise visits are not to "catch" the owner out of compliance, but to keep him on his toes - to make sure that laws and regulations are followed routinely and continuously.



CALL AHEAD OR DROP IN?

Once you've made your initial inspection and it's time for follow up, are you going to schedule an appointment or are you going to use the "I just happened to be in the neighborhood" approach?

Some inspectors like to make unannounced visits to facilities that are staffed during normal working hours and save the scheduled visits for those that don't normally have someone on duty all the time.

Most local agencies have policies or preferences based on experiences in the field where inspectors discover what works best and what doesn't. On the next page are some advantages to both approaches.

Remember that if you arrive unannounced, and your agency has a hands-off policy when it comes to removing manhole covers, pulling probes, etc., you may not be able to complete your inspection. You may need to come back when the owner or operator has a maintenance technician on site.



ANNOUNCED	UNANNOUNCED
<ul style="list-style-type: none"> ○ Promotes good will and shows respect for the operator's time. ○ Operator will be able to devote time to answering questions and demonstrating his ability to operate the monitoring equipment. ○ Operator will be prepared to access manways, sumps, and dispensers, and to unlock and lift hardware such as manhole covers and dispenser panels. ○ Operator will be on site. The person staffing the facility may not necessarily be the operator and may have no authority or responsibility for compliance or management of the station. ○ Operator will have monitoring and maintenance records available. These records may otherwise be stored off site. ○ Tank owner can arrange to have maintenance personnel on site during the inspection to do heavy lifting or fix any mechanical problems. 	<ul style="list-style-type: none"> ○ Allows the inspector to see the facility's "normal" operation. ○ Operator doesn't have time to "create" monitoring reports or fill in information gaps by using his imagination. ○ Keeps the operator on his toes. Not knowing when the inspector will show up means the operator is more likely to stay in compliance between inspections. ○ Once a notice of violation has been issued, unannounced visits can be used to monitor compliance. ○ Inspector can drop in on tank tests to make sure the tester is using appropriate equipment and protocol. ○ Inspector can see if monitoring equipment has been disabled or disconnected or if alarm lights have been ignored.



C. Reviewing Your Files

You should become as familiar as you can with the facility you're about to inspect. The best way to do this is by thoroughly reviewing your facility file. As you do your review, make notes of the questions you have and the issues you want to discuss during your inspection. These are some of the documents that should be in your file (see Appendix H):

- current operating permit, including copy of upgrade certificate
- monitoring program that includes a response plan and type of leak detection equipment
- monitoring results (tank test reports, annual inventory reconciliation summary statements, etc.)
- facility plot plan
- previous inspection reports
- compliance history
- leak/corrective action history
- financial responsibility statement (see Appendix C)
- upgrade/repair/replacement records

You may not want to take the file with you if you're concerned about losing it. Some inspectors take the file along and leave it in the car. That way, if there's a discrepancy between what your records show and what the operator is telling you, you have the necessary paperwork to back you up. But if you don't want to take the file along, you should transfer the information you will need onto a checklist and take the checklist with you as a ready reference. There's a sample checklist in Appendix F.



D. What to Take on the Inspection

You probably have a list of things you don't want to be without when you do your inspections. It's a good idea to keep these things together in a kit, so nothing gets left behind.

Take the facility file with you or an inspection checklist filled out with the information you were able to get from the file, as well as any notations on specific facility concerns.

You'll need educational and informational materials for the operator, tools to help you with the physical inspection, materials to document your visit, and safety equipment.

1. Educational and Informational Materials

Some documents you might want to take on your inspection include:

- Inspector's identification card or business cards.
- Copy of the regulations in case the operator doesn't have one.

- Manual Tank Gauging Booklet (LG 137-1).
- MIR /SIR booklet (LG 52-1).
- List of licensed tank testers (LG 105 – periodically updated on the website).
- List of leak detection equipment - (LG 113) [click here](#)
- List of local resources:
 - Cleanup contractors
 - Service contractors (for monitoring equipment)
 - Tank removal contractors
- Cleanup Fund Program information (call (800) 813-FUND for copies of newsletters, application packages, etc.)



2. Tools

The tools you take on an inspection will depend on whether you do the manual labor yourself, or have the operator or maintenance person do it. Tools used around flammable vapors should be spark proof.



Pry bar	For lifting manhole covers, you may want an assortment of sizes.
Hand tools	Assorted screwdrivers, wrenches, socket set (for recessed monitoring well cover bolts), and a pocket knife.
Fill pipe wrench	For inspecting old tanks with odd covers or fuel oil tanks, odd waste oil tanks, or pipes in the ground that might have been connected to tanks abandoned long ago.
Flashlight	For looking down fill pipes, monitoring wells, sumps, inside dispensers, etc. Make sure it's explosion-proof!
Rags	For cleaning equipment and your hands.

Explosimeter/vapor detector	For checking vapor levels in wells or other confined spaces. Make sure it has been calibrated recently.
Clear bailer	To check for free product in monitoring wells.
Measuring tape	To measure the depth of wells. A weight on the end is useful as a sounder or splasher to tell you where the liquid level is.



3. Equipment for documenting your inspection

A good memory is a wonderful thing, but you can't rely on total recall so you need to record your visit using a checklist, field notes, and pictures. Some inspectors use voice-activated tape recorders to dictate notes. You want to be able to support your findings, especially if enforcement action is necessary.

Camera and film	For overall views of the site and to record visible violations.
Tape recorder	If you're going to record anyone other than yourself, be sure to get permission before you begin!
Measuring wheel	For drawing site diagrams.
Inspection checklists	See samples at Appendix F.
Other forms you use	Notices of Violation, "Stop Use" Notice, Citation book, Certificate of Compliance, etc.
Clipboard, notebook, and pen	DOCUMENT! DOCUMENT! DOCUMENT!



4. Safety Equipment

Chances are that when you do an inspection at a gas station, it will be open for business.

This means cars will be driving in and out of your work area. Protect yourself. Here are some items you can use:

- Traffic cones or yellow plastic tape attached to saw horses to mark off your work area.
- Orange safety vest
- Hard hat (for construction sites)
- Steel-toed boots
- First-aid kit
- Gloves

UST Facility Compliance Inspection Handbook

Part II - The Inspection

[Inspection]	[Take Pictures]	[Use a Checklist and Write a Field Inspection Report]	[Include Esstential Elements in Your Inspection Report]
[Looking at the Owner's Records]	[What to Inspect at the Facility]	[Automatic Tank Gauges (ATGs)]	[Galvanic System]
[Impressed Current System]	[Galvanic (sacrificial anode) Systems]	[Impressed Current Systems]	[Dispenser Areas]
[Emergency Shut-off Switch]	[Facility Plot Plan]	[Ground Water Monitoring Wells]	[Interstitial Monitors and Sump Sensors (including Dispenser Pan Sensor)]
[Maintenance/Calibration Records]	[Statistical Inventory Reconciliation (SIR)]	[Dipsticking]	[Manual Tank Gauging]
[Monitoring Program]	[Operating Permits]	[Piping (Line) Leak Detection]	[Pressurized Piping]
[Suction Piping]	[Both Suction and Pressurized Piping Systems]	[Repair Records]	[Emergency Response Plan]
[Spill Containment and Overfill Prevention]	[Overfill Prevention]	[Audible and Visible Alarm]	[Ball Float Valve or Float Vent Valve]
[Automatic Shut-off Device]	[Spill/Leak Reports]	[Tank and Piping Integrity Tests]	[For the Tank Test Part of the Report]
[For the Piping Test Part of the Report]	[Third-Party Evaluations]	[Vapor or Vadose Zone Monitoring Wells]	

Part II - THE INSPECTION

The whole point of doing an inspection is to find out if the tank owner is complying with UST regulations and to educate him about his responsibilities. Some of your inspections will be routine. You know the tank owner or operator. You know that he is interested in keeping his facility in order, and he's on the phone to you every week with a new question. You've been inspecting his facility regularly for 10 years and he's squeaky clean. It's a pleasure having him in your jurisdiction.

But you also have problem facilities. These inspections may not be so routine. You'll be on the lookout for disabled monitoring equipment, sloppy records, and general chaos that spells noncompliance. How do you make a case that your district attorney will agree to pursue?

A. Documentation

1. Take Pictures

It's hard to argue with the kind of evidence produced by a camera. Take some overall views and then take pictures of specific violations. As you take each picture, jot down in your notebook the date, time, and the subject of the photo. Be sure to record these sequentially so that when you have the photos developed, you won't have trouble identifying each one. Transfer the information to labels, initial the labels, and then put them on the backs of the pictures. (By going this extra step, you avoid making pressure marks on your pictures.)

2. Use a Checklist and Write a Field Inspection Report

Doing a thorough inspection without a checklist is not easy.

You may have been able to start filling out your list back at the office with information about the owner, address, phone, type of tanks, type of monitoring, etc. Then, when you're at the facility, you can check your records against the owner's records. You can use the checklist as your final inspection report, or you can transfer the information from the checklist to a formal report in narrative form. Use whatever works best for you and, at the same time, gives you a complete inspection report.

We have included sample checklists at Appendix F. You may want to customize them to fit your needs or style, or you can contact other local agencies to see about using their checklists. Your agency may choose to develop a new checklist or use existing ones for program requirements. The use of a general checklist plus specific monitoring and construction checklists will enable even the most novice inspector to conduct a thorough inspection.

3. Include Essential Elements in Your Inspection Report

- Time and date
- Facility location, phone, and owner/operator name
- Upgrade compliance certificate number, operating permit number and expiration date
- Purpose of the inspection
- Names of people you interviewed and their titles or responsibilities (e.g., owner,

attendant, tank tester, etc.)

- Type and size of tanks/piping and tank contents.
- Type of monitoring equipment.
- Dates monitoring equipment was serviced/calibrated.
- List of violations or areas where the owner is out of compliance. You can include the references to law or regulation or you can fill this in at the office.
- Identification of previous violations and corrective action taken. You may want to note these items only if your inspection is to see if previous violations have been corrected.
- Description of samples or evidence collected.
- Specific steps the owner must take to correct problems including deadlines for compliance.
- The time the inspection ended.
- Your signature.
- The signature of the person receiving a copy of the report. You may not always get a signature if you've just had a difficult inspection and interview. If the person you interviewed refuses to sign your report, make a note: "Mr. Tank Operator refused to sign this report; a copy was left at the facility."

It's a good idea to make sure the tank owner receives a copy of your final inspection report - even if there were no violations.



B. **Looking at the Owner's Records** [H&SC 25293(a)and CCR 2712(b)]

Finding out how well an operator is keeping his records is as important as inspecting his monitoring equipment. You also need to see whether the information you were given matches the information kept by the operator. If you have the files with you or you filled out the inspection checklist back at the office, you'll be able to find information gaps or other inconsistencies.

Owners are required to keep the operating permit and attachments (monitoring, response, and plot plans) on site. Monitoring, maintenance, repair, lining, and upgrade records may be onsite or at another location (corporate office, for example.) Owners preferring to keep their records off site requires that you plan ahead and schedule your visits.

To avoid misunderstandings, you might want to have the location of the records established in the operating permit (this is not a regulatory requirement). If you permit off-site record keeping, be sure to make an appointment for your inspections. Owners are allowed 36 hours to make their records available to you.

Once you have the records, check to make sure the owner/operator has been implementing the approved monitoring plan for the facility. For certain facilities, you will have to amend the monitoring plan because of new enhanced leak detection requirements for facilities located within 1,000 feet of a well.



C. What to Inspect at the Facility

In this section, the records and equipment you may be looking at during an inspection are listed alphabetically. What you inspect will, of course, depend on the type of facility, tanks, product, and monitoring equipment at the facility.

AUTOMATIC TANK GAUGES (ATGs) [CCR 2643(b)]

ATGs are programmed to monitor volume changes in USTs. They consist of a panel on a wall and probes that sense product level and temperature changes. (See Appendix F for checklist) ATGs have two modes: *inventory mode and leak test mode*.

- When an ATG is in the inventory mode, it provides information about product level, volume, and temperature.
- When the ATG is in the leak test mode, it is checking for product level changes that may indicate a leak.

The ATG is normally in the inventory mode unless the operator is running a leak test.

Some ATGs are equipped with a software program to continuously collect product level and temperature data from the tank. As soon as the system has gathered enough useable data, it will perform a leak test. These are referred to as Continuous Automatic Tank Gauges (CATG). For more information on these refer to “A Guide to Understanding Automatic Tank Gauges”. CATGs have some hardware and some capabilities as ATGs.

Most ATGs come with alarms - leak detection alarms, high-product level alarms, low-product level alarms, high-water alarms, and theft alarms. ATGs can also be equipped with external sensors (liquid and vapor), and line (piping) leak detectors.

- Check the records for any alarms since your last inspection. If there is a record of alarms, what type of alarms were they? What action did the operator take?
- Check for frequent, unexplained high water alarms. This may indicate ground water intrusion into the tank.
- Look for a monitoring box, typically located on an inside office wall, garage, or storage area. Ask for a demonstration to see if it's working. For example, ask to see a printout of the current tank level for each tank.
- Look for the external part of the tank probe in an access manhole above each tank to see how many tanks are hooked up to the ATG.
- Try to determine if someone has tampered with the system, preventing it from detecting a leak if one were to occur. Have the operator dispense a gallon of product from the tank to see if the gallon loss registers on the monitoring box. Then have the operator add the gallon back into the tank to see if it registers.
- Ask enough questions to tell whether the owner/operator knows what the system does and how it is supposed to work.

- Ask to see the manufacturer's manual to see how the equipment is supposed to work, if you are uncertain about the system or the operator's ability to use it. You could schedule a meeting with a maintenance person or vendor representative if you're unsure about the equipment.
- Look to see if there is a leak test report for each tank for each month since your last inspection. Did all the tanks pass? If not, what was done to investigate?
- Does the printout show time, date, tank identification number, fuel depth, water depth, temperature, liquid volume, length of the test, and calculated leak rate?
- Is the recorded leak rate on the printout (in gallons per hour) less than the ATG's leak threshold?
- Did the operator wait the appropriate amount of time after fuel delivery to begin the test? (See LG 113 for specification)
- Was the proper amount of product in the tank for the test? (See LG 113)
- Was there any dispensing during the test? Check the beginning and ending product level to make this determination. (See LG 113)

The facility should have a written monitoring and maintenance plan that describes the equipment training given to the operator at the time of installation. This would give you some idea of what type of questions the operator should be able to answer.

Ask to see all of the monthly test results since your last inspection. The equipment could have had problems at some point in the interim. If so, repairs should have been made and the records should indicate this.

For an in-depth look at automatic tank gauges - how they work, what the regulatory requirements are, what the maintenance requirements are - look at A Guide to Understanding Automatic Tank Gauges, published by the SWRCB. Fax your request for a copy to (916) 227-4349.



CATHODIC PROTECTION TESTING [CCR 2635(a)(2), 2636(b)]

Cathodic protection systems must be tested by cathodic protection testers within **6 months** of installation and **then every 3 years**.

A cathodic protection tester must re-evaluate the cathodic protection system within 6 months of any construction on or within the vicinity of a cathodically-protected UST. This is to verify that no damage was done to the electrical system.

- Do the files contain evidence that the 3-year testing is being conducted for both the galvanic or impressed current systems? Is the rectifier for the impressed-current system checked every 60 days? Records pertaining to cathodic protection system maintenance must be kept 6 1/2 years.

Because cathodic testing reports completed by a cathodic protection tester are supposed to be kept in the facility's file, some inspectors will rely on these reports to verify that corrosion protection

exists and is working. Some hands-on inspectors who know about cathodic protection will check the system and perform structure-to-soil tests.

Definition of Cathodic Protection Tester

.....someone who can demonstrate an understanding of the principles and measurements of cathodic protection systems... and who has education and experience in those systems as they pertain to USTs.

CCR 2611
(See LG 145)

There is no State certification for cathodic protection testers.

You won't be able to verify the coating on the tank (because it's buried), but you should be able to verify the type of cathodic protection used, whether there is electrical isolation between pump and piping, and achievement of the -0.85 volt structure-to-soil performance criteria. Non-coated dispenser pans are usually protected by the piping CP system as long as there is electrical continuity between them.

Here's what to look for during your inspection:

Every three years, the tester must perform the following evaluations for both galvanic and impressed-current systems:

1. structure-to-soil voltage potential measurements
 2. verification of isolation and continuity
- Check test reports to see that cathodic protection monitoring has been performed by a trained cathodic protection tester every three years. (See Appendix G for test report form.)



GALVANIC SYSTEM (also known as sacrificial anode systems):

Structure-to-soil potential measurements must be taken every three years because they can change during the life of a UST.

- Look for a test station where lead wires are accessible to you. Tank test stations should be over the top of each tank. In the absence of any test station, look for a lead wire at the fill pipe. At newer installations with spill containment, look near the submersible pump.
- To do the structure-to-soil test, use a volt meter and reference electrode to determine whether the steel tank and piping meet -0.85 volts, the most commonly accepted standard of corrosion protection. Place the reference electrode in the soil or backfill. Measurements taken through concrete or asphalt are inaccurate.
- Check for electrical isolation between the pump and piping; look for an isolating union. If the galvanic cathodic protection system test records for piping are in order and there is no

electrical isolation, you might question those test results. Use a continuity tester to verify that the pump and the piping are not electrically connected. For galvanic systems, the pump and piping should be electrically isolated. And if the piping is steel, there should be anodes connected to it for protection. The piping should also meet the -0.85 volt structure-to-soil criteria.

- If lead wires are nowhere to be found or if you can't verify the cathodic protection test records, then require the owner to have the test done by a cathodic protection tester and the results submitted to you within a reasonable period of time. Note on your checklist if you can't verify that the system is working.



IMPRESSED CURRENT SYSTEM:

In addition to the 3-year evaluation performed by cathodic protection testers, rectifiers for impressed-current cathodic protection systems must be checked at least every 60 days. The regulations do not specify who does this 60-day inspection, so local agencies should have a policy. Will you allow an owner or operator to do the inspection as long as they know what they're doing? Or will you require a maintenance person to do it? If appropriate, ask for a demonstration of the inspection process.

- Look for a rectifier box on the office wall with a pilot light that indicates the electric current is turned on.
- Check the voltage and amperage readings. Are they consistent with readings previously recorded? Rectifiers usually contain volt meters and ammeters to monitor the system's performance. If the readings aren't consistent, ask to see the service records and for an explanation why the settings were changed.

These readings should be recorded every 60 days (see Appendix G for a sample form for recording these readings).

*Rectifier settings should be changed only by a corrosion engineer (or under his direction).
Owners and operators should never move these dials or terminal connections.*



TECHNICAL NOTES ON CATHODIC PROTECTION SYSTEMS

Galvanic (sacrificial anode) Systems

These systems are generally used on new double-wall steel coated USTs.

Pre-engineered galvanic cathodic protection systems have the following four interrelated methods

for protecting the tank: dielectric coating, electrical isolation devices (e.g. nylon bushings and gaskets), sacrificial anodes, and test stations.

Sacrificial anodes make use of the natural difference of electrical potential between the anode and the tank. These systems can protect only small areas of exposed metal and require separate anodes for tank and piping (including dispenser containment).

Tanks protected with sacrificial anodes should be equipped with fittings for electrically isolating the different parts of the system (i.e., tank, piping, and especially the pump.) These fittings may be nylon bushings, isolating unions, or bolted flanges. Without electrical isolation, the sacrificial anodes will attempt to protect anything that is electrically connected to the tank or piping, thereby shortening the life of the anodes.



Impressed Current Systems

This type of cathodic protection is generally applied to single-wall, steel USTs for upgrading.

The tank, piping and other components such as dispenser pans can be cathodically protected by an impressed current system in which the protective current is provided through the use of a rectifier which converts AC current to DC current. Impressed current systems can produce much larger current and can protect even bare steel tanks. For this reason, impressed current systems are most commonly used as a retrofit on existing bare steel tanks.

An impressed current system requires the same structure-to-soil measurement as a galvanic system. Good operating practice includes inspecting and recording the voltage and amperage outputs of the rectifier every 60 days. (See Appendix G)



DISPENSER AREAS [H&SC 25281.5]

Under every dispenser, the piping has a shut-off valve with a fusible link and a shear joint. (This is a Uniform Fire Code requirement.) These valves are known as “shear valves,” “impact valves,” or “earthquake valves.”

The name says it all. If the dispenser is jarred, these valves are supposed to shut off the flow of product. If your agency’s policy allows hands-on inspections, you can check to see if the valve works by flicking it open and closed while a customer is pumping fuel. (Let the operator and the customer know what you’re doing!)

- Ask the operator to open all the panels on the front of the dispensers. They should be locked and the operator should know where the keys are. California Air Resources Board inspectors issue fines if keys are not available on site.

- Look for leaks from fittings and elbows while a customer is filling his tank. Strong vapors or stained soil indicate there's been leakage.
- Make sure any mechanical floats in secondary dispenser containment remain properly chained. (See Page 28)

Dispenser calibration sticker - At **retail stations**, dispenser meter inspections are done by the local Weights and Measures office. The inspector issues stickers to be placed on dispensers that pass inspection. If the meter readings are off, the dispenser is tagged and the owner must have it calibrated before using it again. If the operator is monitoring his UST using statistical inventory reconciliation and the meter readings are off, then the reconciliation will be, too.

Dispensers at **non-retail** facilities should be checked by a qualified device repair person if statistical inventory reconciliation is used.



EMERGENCY SHUT-OFF SWITCH [CCR 2632(d)(1) & 2711(a)(8)]

The Uniform Fire Code requires every facility to have an electrical emergency shut-off switch. This electrical switch must be clearly labeled and installed within 25-75 feet of each dispenser. You can make sure the switch works properly by turning it on and off while someone dispenses fuel into a container or while a customer is pumping fuel. (Let the operator and the customer know what you're doing!)



FACILITY PLOT PLAN

When an owner prepares an operating permit application, he must include a plot plan of the facility.

The diagram must include the location of the tanks and piping and any ancillary equipment. Ancillary equipment includes monitoring equipment and control panels, dispensers, overfill alarms, vent pipes, and fill pipes.

- Check the operating permit and attached monitoring program (monitoring, response, and plot plan). Are they up to date?



GROUND WATER MONITORING WELLS [CCR 2648, 2649]

Ground water monitoring detects the presence of product floating on the ground water. To ensure that the system is suitable for the site, an assessment is required at installation. Geologic logs must be prepared by a professional geologist or civil engineer [CCR 2649(b)(1)(D)]. Wells are installed at strategic locations in the ground near the tank and along the piping runs. They should be checked for the presence of free product by using a bailer at least every 30 days or by a permanent sensor that operates automatically and continuously.

- Check the distribution of the monitoring wells. Are there enough wells to monitor the tanks and piping adequately? If it looks like the well distribution is sparse, ask to see a copy of the facility site assessment used to determine the well locations.
- Check the monitoring records. If they look as if they were done all in one day, they probably were.
- If wells are partially paved over or locks are rusted shut, the wells are obviously not being sampled (a violation).
- Are the wells labeled clearly so that delivery truck drivers don't mistakenly use them as fill pipes?
- Are the wells constructed to prevent contamination from surface runoff and infiltration? Water accumulating around the well is a good sign that the well is sealed. Be sure to bail this water before you open the well.
- Check the well caps to see if they're tight enough to keep out surface runoff.
- Are the well caps secured to prevent tampering? If the caps are locked, is the key available to the person responsible for monitoring?
- All monitoring well piping should be slotted. To verify this, you can run a narrow stick with a nail at the end along the inside of the pipe. Does it feel like there are slots? If there are no slots, ground water (and free product) can't get into the pipe for monitoring.
- Check to make sure there is sufficient water in the well. An inch or two of water in the well is not much use for monitoring purposes. On the other hand, if the water level is higher than the slots in the pipe, you will not detect free product.
- Ask if sampling is done by using a bailer or an automatic device. Verify that the proper equipment is on site. Does the bailer look like it's so new that it's never been used? Ask the operator for a demonstration, if necessary.
- If sampling is done by bailer, check the log to verify that it's done at least weekly. If ground water monitoring is done automatically check the control box (usually on the inside office wall) to be sure the power light is on and no alarm is indicated.
- It's a good idea to have operators keep a log sheet next to the control box to record all alarms and the steps taken to clear them.



INTERSTITIAL MONITORS AND SUMP SENSORS (INCLUDING DISPENSER PAN SENSOR)

[CCR 2632(c)(2)]

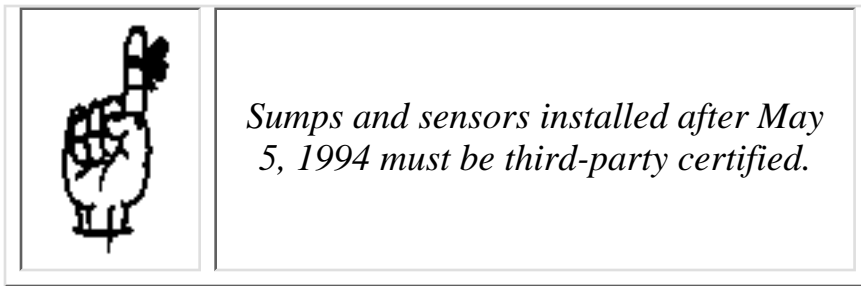
Interstitial monitoring is any monitoring method that checks for leaks in the space between the primary containment and the outer wall, or barrier. Product that leaks from the inner wall of double-wall piping goes into the interstitial space and gathers in the sump, where an alarm goes off. (See Appendix F for checklist)

- Check the monitoring box in the office to see if the power light is on and the alarm indicators are off. Look for access boxes for the probes in the vicinity of the tanks and the piping that are being monitored.
- To verify that double-walled piping is truly double-walled, check at both ends of the piping (pump sump end and dispenser end) to see if there are points where the piping increases substantially in size, or that piping and dispenser sumps are present.
- If the tank system has a liner with monitoring wells in the interstitial space (instead of a double-walled tank), follow the same verification steps for monitoring wells listed under “Ground Water Monitoring Wells”.
- Look in all the piping sumps and under all dispensers. Sensors must be free of debris, dirt, and corrosion. Sumps and dispenser pan should be water-tight and sensors should be dry. Is the sensor properly placed at the bottom of the low end of the sump or dispenser? If the sensor is set too high, leaked product could go undetected for a long time.
- If the sump sensor and dispenser pan sensor are the type that respond to liquid, you could take the sensor and dip it in hydrocarbon or water to see if the alarm triggers. If it is a float sensor, you can turn it upside down to trigger the alarm. Or you could dip it in a container of liquid (water or product) to see if the float moves up and triggers an alarm. There must be an audible and visual alarm. Be sure to return the sensor to its proper position.
- If the sump sensor shuts down the turbine when a release is detected or if the monitoring system fails or is disconnected, no further monitoring is required. For more information on monitoring requirements for double-walled piping see Table 11 of the UST guide on the website <http://www.swrcb.ca.gov/~cwphome/ust/>

Some interstitial sensors are difficult to replace properly after you remove them, so be careful. You always have the option of having a maintenance person check the sensor while you watch. You could also have the operator do it if he’s been trained and knows what he’s doing.

An alternative (a less reassuring one) to doing this yourself is to rely on annual certification records. Often, the panel on the wall or a computer printout can give you the status of sensors and alarm history. And, of course, you could always schedule a visit during annual certification checks.

- If you’re relying on records, you should still verify information by visually inspecting the sensor line to make sure it’s running into the interstitial area of the tank.



MAINTENANCE/CALIBRATION RECORDS [H&SC 25293, CCR 2712(d), CCR 2630(d)]

Manufacturers of UST systems include recommended maintenance schedules in their operating manuals. These schedules must be maintained for five years from the date of installation.

All records of routine maintenance and calibration must be kept on site in the facility's files for at least three years.

- Check to see if the owner is having his monitoring equipment serviced according to manufacturer's instructions. Regardless of the manufacturer's schedule, check to make sure the equipment is functioning properly as required once per year.

The annual certification must be done by properly trained personnel. Some manufacturers certify their service people and recommend that only those people work on their systems.

Some local agency inspectors specify which maintenance companies may perform this type of work.

Some local agency inspectors require the annual check to be performed in their presence.



STATISTICAL INVENTORY RECONCILIATION (SIR) [CCR 2643(b)(3), 2646.1]

If the tank is monitored by statistical inventory reconciliation (SIR), the records should be on file. Inventory reconciliation records must be kept for three years. (See Appendix F for inspection checklist)

- Check to see if the operator is gathering data correctly (daily pump meter readings, deliveries, and product level). Are his calculations accurate? Is he checking for water daily? Is there a drop tube in the fill pipe?

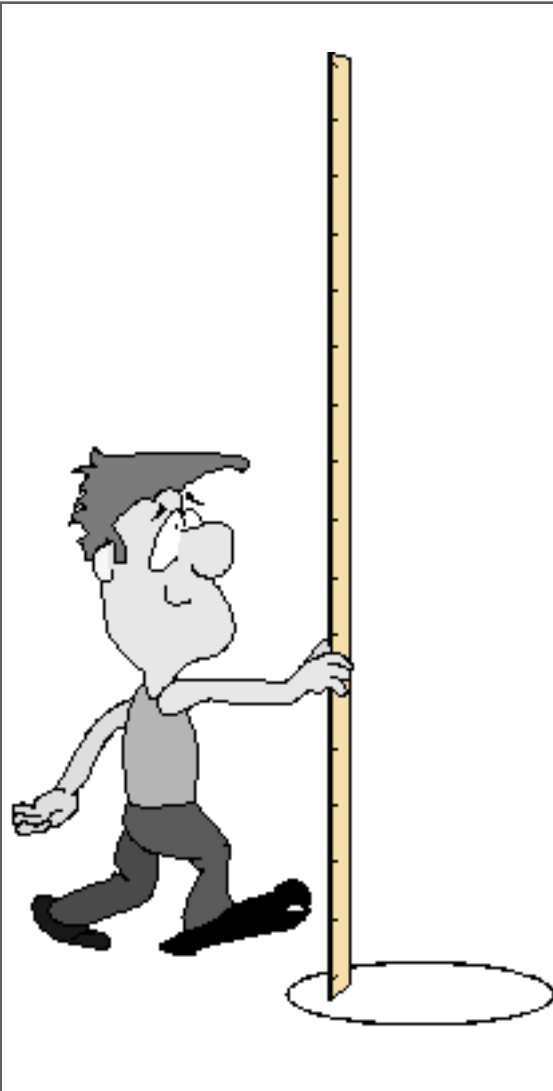
1. MIR is not allowed as a leak detection method (however, the operator may use it for

his own inventory control).

- Review monthly SIR results. Any reported failure requires a tank and/or piping test. Appendix D contains suggested SIR reporting forms. As indicated on the forms, test results should be reported as, “pass,” “fail,” or “inconclusive”

Check to see if a tank integrity test has been performed within the last two years.

See LGs 123-2, and 139-1 for more detailed information about SIR.



DIPSTICKING

- Have the operator give you a demonstration of his dipsticking technique.
- Does the dipstick have legible 1/8 inch markings? Is the bottom of the stick worn down?
- Does the operator take the average of two readings and record in 1/8 inch increments? Using a product-finding paste on the dipstick helps to see the product level.
- Does the operator use a tank calibration chart with 1/8 inch level conversions so the volume can be read directly from depth measurements? (The chart converts liquid level measurements into gallons.)
- What about water in the tank? Water should be measured every day. Ask the operator to stick the tank for water using a water-finding paste.
- Are the records of the operator's stick readings available for your inspection?



MANUAL TANK GAUGING

Manual Tank Gauging should not be confused with Manual Inventory Reconciliation (MIR). MIR was a method that included daily stick readings which were used along with inputs and withdrawals to calculate a gain or loss on a monthly bases. This method is no

longer allowed.

The manual tank gauging method is done weekly after taking the tank out of service for a certain period of time. Liquid level readings (dipsticking) are taken at the beginning and ending of the test period and compared with each other to see if the tank is leaking.

- Tanks with a capacity up to and including 550 gallons may be monitored by this method alone.
- Tanks with a capacity of 551 gallons up to and including 1,000 gallons may be monitored by this method alone if the testing period is extended to 60 hours.
- Manual tank gauging may not be used on piping or on tanks with secondary containment.

See LG 137-1, “Weekly Manual Tank Gauging” (a booklet for the tank owner) for more information.

- Have the tank gauging readings (see dipsticking on page 32) been taken once a week and over a minimum 36-hour period?
- The tanks must be gauged twice and an average reading used in the calculations of liquid volume. Are all these readings recorded? Is there a tank chart calibrated in 1/8 inch increments?
- Check the calculated differences in tank level readings: Are the weekly as well as monthly average variations less than the allowable standards (Table 4.1 in Section 2645 of the UST regulations)? If any of these readings are more than the allowable standard, a leak is indicated.



MONITORING PROGRAM [H&SC 25293, CCR 2632(b),(d), 2641(h)]

When the owner originally applied for an operating permit, his application included a written monitoring program.

The monitoring program consists of the

- Monitoring plan
- Response plan
- Plot plan

Each is required to be attached to or referenced in the operating permit. Referenced documents should be on-site and available to the facility employees.

- Check the records for the monitoring program. They should be with the operating permit.

See Appendix D for a sample monitoring program.



OPERATING PERMITS

Owners of USTs must have a facility operating permit that covers all tanks on a site. The permit must be kept at the facility for the operating life of the tank(s). All permit conditions and attachments must be on site also. Some agencies require the permit to be posted.

- Check the owner's records for a copy of the operating permit. Does it look like the one in your records? Is it current or has it expired?
- Has anything been changed (monitoring equipment, type of fuel being stored, name of owner, etc.) that wasn't reported to you or approved by you?

See Appendix B for a sample permit showing the required UST related information.



PIPING (LINE) LEAK DETECTION [H&SC 25281.5, CCR 2636, 2643(c),(d),(e). 2666]

There are two main types of piping systems: pressurized and suction. (See Appendix F or inspection checklist)



PRESSURIZED PIPING

Pressurized single-wall piping runs must have automatic line leak detection capable of detecting a release of 3.0 gph that shuts down the turbine if a release is detected or if the detector fails or becomes disconnected. In addition, there must be a visual and audible alarm. In addition to 3 gph, a monthly 0.2 gph or an annual 0.1 gph line test must also be performed.

- For each UST check for the presence of a line leak detector at the turbine head under the manhole cover. This is the same place where you would find a sensing device associated with a continuous alarm system. It should be on the turbine pump head or closely adjacent on the outlet piping of the pump. While you're there, check the soil

for signs of staining or contamination if there is no sump containment box.

- If the piping integrity test is performed by an electronic line leak detector, be sure to ask for a printout from the console to confirm that the tests are being performed.
- Is the line leak detector listed in LG 113?
- If the line leak detector is electronic, and if the panel on the wall has a printer, check the alarm history. Is the detector set up to shut off the pump in the event of a leak or if the system fails or is disconnected?
- Check the records to see if the line leak detector has been checked annually to verify proper operation. If the line leak detector is mechanical, review the annual certification to see if the tank tester or maintenance person tested it on-line without removing it from the turbine.
- If annual tightness testing (by a licensed tester) is used in conjunction with the line leak detector, check the piping tightness test results (see Tank and Piping Integrity Tests on page 46).
- If the (electronic line leak detector) is used to perform the 0.2 gph monthly or 0.1 gph annual test, verify that these tests were performed according to the monitoring plan. If there were any “fails,” determine whether proper action was taken.

Piping failure is the primary source of underground storage system releases.



SUCTION PIPING

- Suction piping for some new systems includes a check valve under the dispenser pump (safe suction). While most check valves are readily visible, those encased in a union may not be. If there is a check valve under the dispenser, and no other check valve in the line, no additional leak detection is required.
- Check the suction pump in the dispenser for any signs of spillage or dripping, especially around the filter area. Also check the soil under the pump if there is no under dispenser pan for signs of staining or saturation.
- Check the records for piping tightness test results. On most old systems, the check valves were most often located over the top of the tank (angle check valve) or at the bottom of the suction pipe (foot valve). If this suction piping is single-walled, then tightness tests are required every three years.
- Tank owners are required to observe the suction piping system for evidence of leakage during dispensing. Is there a written log of these daily visual observations? (See Appendix I for a sample form.)
- Check if the suction is a safe suction system in compliance with Section 2636 (a)(3) of the UST regulations. If it is in compliance, then neither secondary containment nor monitoring is required; however, corrosion protection must be provided for steel piping.



BOTH SUCTION AND PRESSURIZED PIPING SYSTEMS

- If groundwater monitoring or soil vapor monitoring is used, check to ensure that wells are placed along the piping run and around the dispenser.
- If there is double-wall piping, check to see how the outer wall of the piping is terminated at the dispenser and at the turbine sump. At the dispenser end, the piping will be single-walled at some point; look for some point where the piping increases substantially in size, or look for a pan under the dispenser. At the tank end, visually inspect the turbine sump. Look for secondary piping connections where the primary piping enters the sump.
- If a continuous monitoring method is used, check for sensors in the piping sumps or monitoring wells.
- Check for any signs of corrosion. Since the turbine head and leak detector are metal, they can corrode.
- Check to see that the test boots have been removed from the secondary piping in order to allow a possible release from the primary piping to drain into the sump.



Since December 22, 1998, line leak detectors on single-wall piping must shut off the flow of product - restricting the flow will not be adequate.

CCR
2666(c)

For an in-depth look at line leak detectors, refer to Understanding Line Leak Detection Systems to be published soon by the SWRCB. Fax your request for a copy to: (916) 227-4349.



REPAIR RECORDS [CCR 2660(j), 2661]

If any part of an UST system has been repaired, the records must be retained for the operating life of the system.

The owner must let the local agency know how he plans to repair any part of his tank system and he must have the local agency's approval before beginning the repairs.

- Are repair records in the file? Did the owner obtain prior approval?



EMERGENCY RESPONSE PLAN [CCR 2632, 2641(h)]

When the owner submitted an operating permit application, his response plan should have been included. The plan is part of the approved monitoring program and should be kept onsite with the permit (see Appendix D).

The main purpose of a response plan is to be prepared in case of emergencies (leaks, spills, and overfills). The response plan must identify the method and equipment to be used to remove and dispose of product. It also must include the name and title of the person who can authorize work to be done.

- Check the records to see if the response plan is there (it should be filed with the operating permit).
- Ask the operator and station attendant if they are familiar with the plan and what they would do in case of a leak, spill, or overfill. What they tell you should match the response plan.
- Does the response plan reference the use of absorbent material and rags to clean up small spills? Are these materials readily available and labeled or locked away? Is used material stored in disposal containers?



SPILL CONTAINMENT AND OVERFILL PREVENTION [CCR 2635(b), 2665]

Spill containment

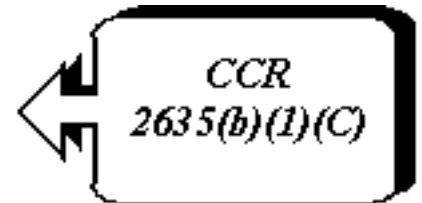
All USTs must be equipped with spill containment.

You're going to see several manhole covers in the pavement at service stations. One of them will be covering a fill pipe that must have a spill container.

Some station owners have identified manholes by painting marks on the covers. This helps when you're conducting an inspection. But if the covers aren't marked, the facility plot plan should identify fill pipe locations. If not, keep looking until you find all the right ones.

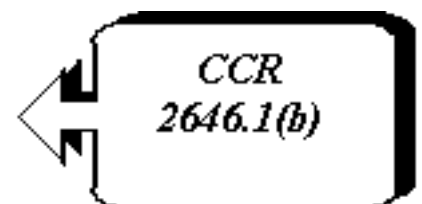


- Once you've located all the fill pipes, check to see if there is a spill container at each one. If you can see dirt around the fill pipe there's no spill containment.
- Is the spill container empty or does it have water, product, or debris in it? The spill container will not be effective if it's allowed to sit there full.
- You may see fuel around the fill pipe if the person delivering the product has been sloppy. Without spill or overfill protection, a significant amount of fuel could build up around the tank. You may want to require sampling upon installation of the overfill prevention device, or note this for future reference on the inspection report.
- Is the spill container capable of holding a minimum of five gallons of product?
- Is there a drain valve in the spill container and does it function properly? If there's no drain valve, there must be either a pump installed in the spill container or a manual pump on site. Drain valves should not be left open during delivery because harmful vapors can be emitted.
- Is there a drop tube? Drop tubes reduce vapors and static electricity and help keep dipsticks vertical for accurate product measurements.



The California Air Resources Board and/or the local Air Quality Management district require drop tubes in tanks storing gasoline and they allow only drop tubes that are certified by the Air Resources Board.

The SWRCB regulations require drop tubes if the tank owner uses statistical inventory reconciliation for leak detection.



Overfill prevention

All USTs must be equipped with an overfill prevention system.

- Check to see if there's an overfill prevention system for all the USTs. If there is not, the facility is out of compliance.

There are three types of overfill prevention:

Audible and visible alarm

High level alarms are typically connected to the automatic tank gauge and are set to alert the operator by triggering an audible and visual alarm.

- Check to see if the alarm is where the delivery driver and operator can see and hear it.

Ball float valve or float vent valve

Usually, you'll know if the system has a ball float valve because there will be an extractor fitting inside an access port in the ground. A ball float valve will restrict the flow of product into the tank.

- Look for it opposite the fill pipe.

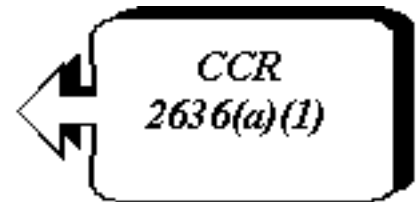
Ball float valves should not be used on suction piping systems, pressurized deliveries, loose fill connectors and spill containers in drain valves, or coaxial Stage I vapor recovery.

Automatic shut-off device

- Look down the fill pipe with your (explosion-proof) flashlight. You should be able to see a small restriction in the fill pipe. If you don't see the restriction, there is probably no automatic shut-off device.

See LG 150, Ball Float Vent Valve vs. Fill Tube Positive Shutoff Valve, for more information on overfill prevention.

- Secondary containment for fill risers is not needed if there is an automatic shut off device installed or the combination of a ball float valve (restricting the flow) and audible and visible alarm is used in accordance with Section 2635(b). Currently, there is no device or combination of devices that will exempt waste oil tank risers from secondary containment.



SPILL/LEAK REPORTS [CCR 2651, 2652]

If the facility has had any reportable unauthorized releases, the information should be in your files. And because you reviewed the file before the inspection, you know whether you were given accurate information by comparing what you have in file to what the facility files show.

Released product that stays inside the secondary containment (sumps and spill containers) and is removed within 8 hours must be recorded, but it does not have to be reported. However, other releases at dispensers, turbines, and fill pipes must be reported and

investigated immediately - especially if the release reaches the environment. Dirty soil or smells at turbine heads, leaking dispensers, or standing liquid in spill containers and sumps often indicate reportable releases.

- Do the files contain reports of spills?
- If there was a spill, what caused it? What action did the operator take?
- If absorbent material was used, how was it disposed of?
- Were any repairs required?



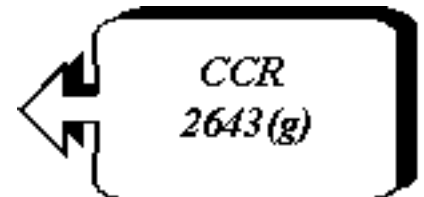
TANK AND PIPING INTEGRITY TESTS

The time to review tank test reports is when you receive them. This has two advantages: 1) If the report indicates a failed test, you can make sure proper follow-up action is taken immediately; 2) If the test report is deficient, or the test was not properly conducted, you can require a retest. If you are not checking tank test reports as you receive them from tank owners, it is important to spend time on them during your inspection.

Tank owners are required to give you 48-hours advance notice before having their tanks tested unless you have waived this notification requirement. You may want to take advantage of this 48-hour notice to be present for the tank test. Owners are required to submit their test results to your agency within 30 days.

Items to check for in a tank and piping test report (having LGs 105 and 113 with you would come in handy here):

- Check to see if the tester has a current license (LG 105).
- Check for the tester's signature and license number on the report.
- Is the type of test equipment used listed in the report?
- Is the tester certified by the manufacturer to use the equipment (LG 105)?
- Is the calculated leak rate less than the testing equipment's leak threshold (LG 113)? (If the calculated leak rate exceeds the threshold, the test result is "fail.")



- Did the tank tester wait the appropriate amount of time to begin the test after fuel delivery/dispensing?
- Was the test run for the right length of time and did the tester take the proper number of readings?
- Was there any dispensing during the test?



FOR THE TANK TEST PART OF THE REPORT:

- Was the size of the tank consistent with the specifications for the test equipment (LG 113)?
- Were the tanks manifolded? If yes, were the tanks isolated for the test or were they tested together?
- Was the in-tank water measured and reported at the beginning and end of the test?
- Did the tester determine and record depth to water table in the tank backfill?
- Did the tester compensate for the presence of water in the backfill (LG 113)?
- Was the product level in the tank during the test consistent with LG 113?
- Was the proper amount of pressure or vacuum applied to the tank (applies to nonvolumetric and ullage tests)?



FOR THE PIPING TEST PART OF THE REPORT:

- Does the report specify the type of piping (suction, pressurized, or gravity flow)?
- Was the piping pressurized for the test? What was the pressure?
- Was the mechanical line leak detector removed to perform the test?
- Was the piping volume consistent with the specifications for the test?



THIRD-PARTY EVALUATIONS [CCR 2712(b), 2643(f)]

The regulations refer to third-party evaluations as “performance claims” and ”performance standards.”

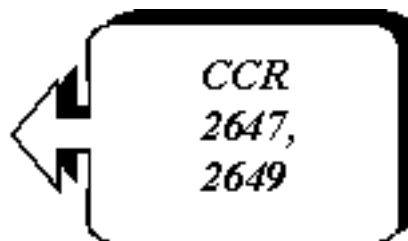
- Check to see that third-party evaluations for any monitoring equipment (including interstitial monitoring equipment and piping test equipment) are in file. They must be kept for 5 years.
- Check to see that the equipment used is proper for the operating conditions of the facility and the size of the tank.

Any equipment or method that has been third-party certified and reviewed for compliance with EPA's requirements is listed in LG 113.



VAPOR OR VADOSE ZONE MONITORING WELLS

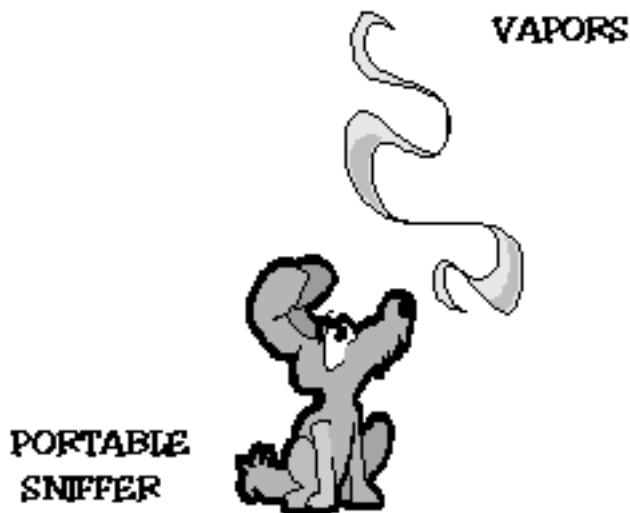
Vapor monitoring uses monitoring wells in the backfill around the tank and piping to sense product vapors which may indicate a leak.



Vapor monitoring must be conducted continuously. Other vadose zone monitoring must be conducted at least weekly.

- Unlike ground water monitoring wells, vadose zone wells should not have water in them and should not extend into the water table. Check to see that sensors in the wells are not submerged in ground water.
- Check the monitoring box on the inside wall of the office to make sure the power light is on and the alarm light is off. Is the automatic system working? Has it been tampered with to adjust alarm levels? Some hands-on inspectors like to use a portable sniffer to check for vapor.>

Vapor monitoring works with volatile substances only; it rarely work on diesel and should not be used on waste oil tanks.



UST Facility Compliance Inspection Handbook

Part III - The Follow-up

[Writing the Inspection Report]	[Tracking UST Site Activity]	[If You Found No Problems During Your Inspection]	[What to About Violations]
[Separating Minor Problems From Major Violations]	[Identify the Consequences of Noncompliance]	[Suspending the Operating Permit]	[Locking Down the Facility]
[Eligibility for the Cleanup Fund]	[Stalled Real Estate Transactions]	[Financial Penalties]	[Local Field Citation Program]
[Outreach Tools]			

PART III - THE FOLLOW UP

A. Writing the Inspection Report

Do you like to write inspection reports?

When you get back to the office after an inspection, do you have the time to sit right down and write your report?

What about the follow-up letter to the owner/operator/property owner/corporation/partnership/etc? Do your letters go through several levels of management and equally as many edits?

There are many reasons to delay following up on an inspection. Sometimes you'll be so happy to be finished with an inspection, you won't want to prolong it by doing a report right away. But, how are you going to remember all the little details of what you said and what he said and what you saw if you don't transcribe your field notes right away?

And what if you visit more than one facility in a day? Keeping the details separate and getting them in the right report could be challenging if you wait too long.

The preferred method is to issue some form of documentation in the field the day of the inspection and follow-up with a more complete written report.



B. Tracking UST Site Activity

Does your agency have a system for tracking compliance?

You need an organized, reliable system for making sure violations are corrected within a prescribed time frame. You also need to know when your next inspection is due.

You could enter your field notes into a computerized data base or spreadsheet that gives you printouts with target compliance dates. You could also use a wall calendar for tracking your inspections. If you're not going to do a re-inspection, but are requiring the owner to get back to

you in writing, this needs to be tracked also.



C. Dealing with Violations

IF YOU FOUND NO PROBLEMS DURING YOUR INSPECTION . . .

You should follow up with the tank owner even if you found no problems. A certificate of compliance and form letter thanking him for his time and cooperation (or the time and cooperation of his operator) would go a long way towards maintaining a good relationship. If the facility was exemplary, the letter could also say that.



WHAT TO DO ABOUT VIOLATIONS

Each local agency decides for itself what activities constitute minor infractions and what constitutes major violations. The legal department of each agency will have a hand in determining UST enforcement actions. Your agency should have enforcement mechanisms in place.

Remember to match the consequence with the violation. You don't want to criminally prosecute a tank owner for being two days late in submitting his tank test results. You also don't want to let a tank owner collect warning notices that go unresolved.



SEPARATING MINOR PROBLEMS FROM MAJOR VIOLATIONS

The decision whether and how to pursue violators should be based on the following factors:

- **The nature of the violation** - Most often, you can avoid enforcement action for minor things such as unlabeled manhole covers, sloppy recordkeeping, and dirty sump areas.
- **The potential for harm** - Is there a real threat to public safety and the environment?
- **The violator's compliance history**- If there have been violations in the past, what was your degree of success in getting compliance?
- **Special, unusual, or other mitigating circumstances.**

Once you have identified a violation, you need to present it to the tank owner in your inspection report. Be clear about what the tank owner has done to violate the law, regulations, or the conditions of his operating permit.

Are you going to have the tank owner call you once he's corrected the problems? Will you have him put it in writing? Or are you going back to the facility to make sure he has fixed the problems? In a perfect world, you would have the time to make a visit on the date set for compliance. But since you may not have the time to do this, at least get a letter signed by the owner, saying he's met your requirements.

Because they don't involve significant threats to public health or the environment, you may consider these violations to be minor issues if they are first-time offenses:

- Failing to report a change of ownership within 30 days.
- Failing to submit or being late to submit a tank test report.
- Failing to show proof of financial responsibility.
- Failing to enter into an agreement with the operator regarding his responsibility to monitor tanks and keep necessary records.

You may consider these violations more serious because they have the potential to seriously harm public health or the environment if not remediated:

- Failing to monitor a tank according to the methods specified in the operating permit. This includes disconnecting a monitoring device or alarm system.
- Failing to properly repair a tank.
- Failing to report a release.
- Failure to take immediate action to clean up a contaminated site.
- Falsifying records including monitoring records and tank and piping test reports.



IDENTIFY THE CONSEQUENCES OF NONCOMPLIANCE

If you make it clear to the tank owner that you will follow up to make sure the violations are corrected - or else - you need to identify the “or else”, and you need to actually follow up.

If you have a track record of checking for compliance after discovering problems and allowing for realistic and flexible deadlines, you're more likely to obtain voluntary compliance from tank owners.

Let the tank owner know that your efforts to obtain compliance will become increasingly vigorous and may ultimately result in criminal or civil filings.



SUSPENDING THE OPERATING PERMIT

Are you going to suspend the operating permit? If so, at what point are you going to take this action? After two contacts with the owner with no results? After three?

Suspending the operating permit may not have an effect on a tank owner who has a history of noncompliance. After all, if he can still get deliveries to his tanks, business isn't interrupted. However, if his insurance carrier discovers that he is out of compliance, and threatens to cancel coverage, this might have an influence on the tank owner's decision to accept responsibility for his tanks.



LOCKING DOWN THE FACILITY

Do you have a local ordinance that authorizes you to shut the station down for noncompliance? This is, of course, an extreme measure, and should be used as a last resort. Dealing with recalcitrant tank owners calls for drastic measures.



ELIGIBILITY FOR THE CLEANUP FUND

Tank owners who do not comply with the requirements of the law and regulations are not eligible for reimbursement of corrective action costs from the Cleanup Fund.



STALLED REAL ESTATE TRANSACTIONS

If the tank owner decides to sell his property, he may have problems finding interested buyers. Potential buyers may shy away from properties that have a history of problems with regulatory agencies.



FINANCIAL PENALTIES

Section 25299 H&SC (see Appendix K) says that the owner and the operator of an underground tank can be fined between \$500 and \$5,000 per tank per day for certain violations.

This section also says that the fine is between \$5,000 and \$10,000 for falsifying monitoring records.

Who assesses these fines? The city or district attorney. The Attorney General can also pursue criminal or civil penalties.



LOCAL FIELD CITATION PROGRAM

Does your agency have a field citation program? In order to issue field citations, there must be a provision for this in your local UST ordinance. The amount of fines assessed and the specific violations for which they may be assessed must be spelled out in the enabling ordinance.



OUTREACH TOOLS

There are several things you can do to get general UST information to tank owners and operators. These tools can be used to encourage voluntary compliance and educate the regulated community:

- Publish notices of new requirements (local ordinances and state and federal regulations) in local newspapers and trade newsletters.
- Host workshops where you have staff available to answer questions.
- If your budget allows, distribute flyers, stickers, magnets, calendars, note paper, etc. with your telephone number so tank owners and operators can call with their questions.



APPENDICES

Appendix A

- [Instructions for Completing Facility Form](#)
 - [Unified Program Consolidated Form-UST Facility \(Form A\)](#)
 - [Instructions for Completing Tank Form](#)
 - [Unified Program Consolidated Form-UST Tank \(Form B\)](#)
 - [Instructions for Completing Installation Certificate of Compliance Form](#)
 - [Unified Program Consolidated Form-UST Installation Certificate of Compliance \(Form C\)](#)
-

Appendix B

- [CUPA Consolidated Permit to Operate](#)
 - [Permit Conditions](#)
-

Appendix C

- [Certification of Financial Responsibility Form](#)
 - [Instructions for Completing Form](#)
 - [Example of Completed Form](#)
-

Appendix D

- [Written Monitoring Procedures Form, UST Monitoring Program](#)
 - [Emergency Response Plan Form, UST Monitoring Program](#)
 - [Monthly Statistical Inventory Reconciliation \(SIR\) Report](#)
 - [Annual Statistical Inventory Reconciliation \(SIR\) Summary Report](#)
-

Appendix E

- [Cover Letter for UST Quarterly Report](#)
 - [Quarterly UST Program Implementation Report](#)
 - [Instructions for Completing Quarterly Report](#)
-

Appendix F

- [UST Inspection Checklist for Inspectors and Tank Owners](#)
 - [Interstitial Monitoring Inspection Form](#)
 - [Piping Inspection Checklist](#)
 - [Suction Piping/Gravity Flow Piping](#)
 - [Statistical Inventory Reconciliation](#)
 - [Automatic Tank Gauge Inspection Checklist](#)
-

Appendix G

- [60-Day Inspection Log for Field-Installed Impressed Current Cathodic Protection Systems](#)
 - [Local Agency Corrosion Protection Monitoring Form](#)
-

Appendix H

- [Documents that may be Included in a File Review Checklist](#)
-

Appendix I

- [Suction Piping Daily Inspection Log](#)
-

Appendix J

- [Local Agency UST Program Contacts](#)
-

Appendix K

- [Violations and Penalties](#)

UST - Facility

Formerly SWRCB Form A.

Complete the UST - Facility page for all new permits, permit changes or any facility information changes. This page must be submitted within 30 days of permit or facility information changes, unless approval is required before making any changes.

Submit one UST - Facility page per facility, regardless of the number of tanks located at the site. This form is completed by either the permit applicant or the local agency underground tank inspector. As part of the application, the tank owner must submit a scaled facility plot plan to the local agency showing the location of the USTs with respect to buildings and landmarks [23 CCR 2711 (a)(8)], a description of the tank and piping leak detection monitoring program [23 CCR 2711 (a)(9)], and, for tanks containing petroleum, documentation showing compliance with state financial responsibility requirements [23 CCR 2711 (a)(11)].

Refer to 23 CCR 2711 for state UST information and permit application requirements.

(Note: the numbering of the instructions follows the data element numbers that are on the UPCF pages. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary.) Please number all pages of your submittal. This helps your CUPA or local agency identify whether the submittal is complete and if any pages are separated.

1. FACILITY ID NUMBER - Leave this blank. This number is assigned by the CUPA. This is the unique number which identifies your facility.
3. BUSINESS NAME - Enter the full legal name of the business.
400. TYPE OF ACTION - Check the reason the page is being completed. CHECK ONE ITEM ONLY.
401. NEAREST CROSS STREET - Enter the name of the cross street nearest to the site of the tank.
402. FACILITY OWNER TYPE - Check the type of business ownership.
403. BUSINESS TYPE - Check the type of business.
404. TOTAL NUMBER OF TANKS REMAINING AT SITE - Indicate the number of tanks remaining on the site after the requested action.
405. INDIAN OR TRUST LAND - Check whether or not the facility is located on an Indian reservation or other trust lands.
406. PUBLIC AGENCY SUPERVISOR NAME - If the facility owner is a public agency, enter the name of the supervisor for the division, section or office which operates the UST. This person must have access to the tank records.
407. PROPERTY OWNER NAME - Complete items 407- 412 for the property owner, unless all items are the same as the Owner Information (items 111-116) on the Business Owner/Operator Identification page (OES Form 2730). If the same, write "SAME AS SITE" in this section.
408. PROPERTY OWNER PHONE
409. PROPERTY OWNER MAILING OR STREET ADDRESS
410. PROPERTY OWNER CITY
411. PROPERTY OWNER STATE
412. PROPERTY OWNER ZIP CODE
413. PROPERTY OWNER TYPE - Check the type of property ownership.
414. TANK OWNER NAME - Complete items 414- 419 for the tank owner., unless all items are the same as the Owner Information (items 111-116) on the Business Owner/Operator Identification page (OES Form 2730). If the same, write "SAME AS SITE" in this section.
415. TANK OWNER PHONE
416. TANK OWNER MAILING OR STREET ADDRESS
417. TANK OWNER CITY
418. TANK OWNER STATE
419. TANK OWNER ZIP CODE
420. TANK OWNER TYPE - Check the type of tank ownership.
421. BOE NUMBER - Enter your Board of Equalization (BOE) UST storage fee account number. This fee applies to regulated USTs storing petroleum products. This is required before your permit application can be processed. If you do not have an account number with the BOE or if you have any questions regarding the fee or exemptions, please call the BOE at (916) 322-9669 or write to the BOE at: Board of Equalization, Fuel Taxes Division, P.O. Box 942879, Sacramento, CA 94279-0030.
422. PETROLEUM UST FINANCIAL RESPONSIBILITY CODE - Check the method(s) used by the owner and/or operator in meeting the Federal and State financial responsibility requirements. CHECK ALL THAT APPLY. If the method is not listed, check "other" and enter the method(s). USTs owned by any Federal or State agency and non-petroleum USTs are exempt from this requirement.
423. LEGAL NOTIFICATION AND MAILING ADDRESS - Indicate the address to which legal notifications and mailings should be sent. The legal notifications and mailings will be sent to the tank owner unless the facility (box 1) or the property owner (box 2) is checked.
SIGNATURE OF APPLICANT - The business owner/operator of the tank facility, or officially designated representative of the owner/operator, shall sign in the space provided. This signature certifies that the signer believes that all the information submitted is accurate and complete.
424. DATE CERTIFIED - Enter the date that the page was signed.
425. APPLICANT PHONE - Enter the phone number of the applicant (person certifying).
426. APPLICANT NAME - Enter the full printed name of the person signing the page.
427. APPLICANT TITLE - Enter the title of the person signing the page.
428. STATE UST FACILITY NUMBER - Leave this blank. This number is assigned by the CUPA as follows: the number is composed of the two digit county number, the three digit jurisdiction number, and a six digit facility number. The facility number must be the same as shown in item 1.
429. 1998 UPGRADE CERTIFICATE NUMBER - Leave this blank. This number is assigned by the CUPA.

UNDERGROUND STORAGE TANKS - FACILITY

(one page per site) Page ____ of ____

TYPE OF ACTION 1. NEW SITE PERMIT 3. RENEWAL PERMIT 5. CHANGE OF INFORMATION 7. PERMANENTLY CLOSED SITE
 (Check one item only) 4. AMENDED PERMIT specify change local use only _____ 8. TANK REMOVED
 6. TEMPORARY SITE CLOSURE 400

I. FACILITY / SITE INFORMATION

BUSINESS NAME (Same as FACILITY NAME or DBA - Doing Business As) 3 FACILITY ID# _____ 1

NEAREST CROSS STREET 401 FACILITY OWNER TYPE 4. LOCAL AGENCY/DISTRICT*
 1. CORPORATION 5. COUNTY AGENCY*
 BUSINESS TYPE 1. GAS STATION 3. FARM 5. COMMERCIAL 2. INDIVIDUAL 6. STATE AGENCY*
 2. DISTRIBUTOR 4. PROCESSOR 6. OTHER 403 3. PARTNERSHIP 7. FEDERAL AGENCY* 402

TOTAL NUMBER OF TANKS REMAINING AT SITE 404 Is facility on Indian Reservation or trustlands? Yes No 405
 *If owner of UST is a public agency: name of supervisor of division, section or office which operates the UST (This is the contact person for the tank records.) 406

II. PROPERTY OWNER INFORMATION

PROPERTY OWNER NAME 407 PHONE 408

MAILING OR STREET ADDRESS 409

CITY 410 STATE 411 ZIP CODE 412

PROPERTY OWNER TYPE 1. CORPORATION 2. INDIVIDUAL 4. LOCAL AGENCY / DISTRICT 6. STATE AGENCY
 3. PARTNERSHIP 5. COUNTY AGENCY 7. FEDERAL AGENCY 413

III. TANK OWNER INFORMATION

TANK OWNER NAME 414 PHONE 415

MAILING OR STREET ADDRESS 416

CITY 417 STATE 418 ZIP CODE 419

TANK OWNER TYPE 1. CORPORATION 2. INDIVIDUAL 4. LOCAL AGENCY / DISTRICT 6. STATE AGENCY
 3. PARTNERSHIP 5. COUNTY AGENCY 7. FEDERAL AGENCY 420

IV. BOARD OF EQUALIZATION UST STORAGE FEE ACCOUNT NUMBER

TY (TK) HQ 44- _____ Call (916) 322-9669 if questions arise 421

V. PETROLEUM UST FINANCIAL RESPONSIBILITY

INDICATE METHOD(S) 1. SELF-INSURED 4. SURETY BOND 7. STATE FUND 10. LOCAL GOVT MECHANISM
 2. GUARANTEE 5. LETTER OF CREDIT 8. STATE FUND & CFO LETTER 99. OTHER:
 3. INSURANCE 6. EXEMPTION 9. STATE FUND & CD 422

VI. LEGAL NOTIFICATION AND MAILING ADDRESS

Check one box to indicate which address should be used for legal notifications and mailing.
 Legal notifications and mailings will be sent to the tank owner unless box 1 or 2 is checked. 1. FACILITY 2. PROPERTY OWNER 3. TANK OWNER 423

VII. APPLICANT SIGNATURE

Certification - I certify that the information provided herein is true and accurate to the best of my knowledge.

SIGNATURE OF APPLICANT _____ DATE 424 PHONE 425

NAME OF APPLICANT (print) 426 TITLE OF APPLICANT 427

STATE UST FACILITY NUMBER (For local use only) 428 1998 UPGRADE CERTIFICATE NUMBER (For local use only) 429

UST - Tank Page 1

Formerly SWRCB Form B

Complete the UST - Tank pages for each tank for all new permits, permit changes, closures and/or any other tank information change. This page must be submitted within 30 days of permit or facility information changes, unless approval is required before making any changes. For compartmentalized tanks, each compartment is considered a separate tank and requires completion of separate tank pages.

Refer to 23 CCR 2711 for state UST information and permit application requirements.

(Note: the numbering of the instructions follows the data element numbers that are on the UPCF pages. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary.)

Please number all pages of your submittal. This helps your CUPA or local agency identify whether the submittal is complete and if any pages are separated.

1. FACILITY ID NUMBER - Leave this blank. This number is assigned by the CUPA. This is the unique number which identifies your facility.
3. BUSINESS NAME - Enter the full legal name of the business.
430. TYPE OF ACTION - Check the reason the page is being completed. For amended permits and change of information, include a short statement to direct the inspector to the amendment or changed information.
431. LOCATION WITHIN SITE - Enter the location of the tank within the site.
432. TANK ID NUMBER - Enter the owner's tank ID number. This is a unique number used to identify the tank. It may be assigned by the owner or by the CUPA.
433. TANK MANUFACTURER - Enter the name of the company that manufactured the tank.
434. COMPARTMENTALIZED TANK - Check whether or not the tank is compartmentalized. Each compartment is considered a separate tank and requires the completion of separate tank pages.
435. DATE TANK INSTALLED - Enter the year and month the tank was installed.
436. TANK CAPACITY - Enter the tank capacity in gallons.
437. NUMBER OF TANK COMPARTMENTS - If the tank is compartmentalized, enter the number of compartments.
438. ADDITIONAL DESCRIPTION - Use this space for additional tank or location description.
439. TANK USE - Check the substance stored. If MOTOR VEHICLE FUEL, check box 1 and complete item 440, PETROLEUM TYPE.
440. PETROLEUM TYPE - If box 1 is checked in item 439, check the type of fuel.
441. COMMON NAME - For substances that are not motor vehicle fuels (box 1 is NOT checked in item 439), enter the common name of the substance stored in the tank.
442. CAS # - For substances that are not motor vehicle fuels (box 1 is NOT checked in item 439), enter the CAS (Chemical Abstract Service) number. This is the same as the CAS # in item 209 on the Hazardous Materials Inventory - Chemical Description page.
443. TYPE OF TANK - Check the type of tank construction. If type of tank is not listed, check Aother= and enter type.
444. TANK MATERIAL (PRIMARY TANK) - Check the construction material of the tank that comes into immediate contact on its inner surface with the hazardous substance being contained. If the tank is lined do not reference the lining material in this item. Indicate the type of lining material in item 446. If type of tank material is not listed, check Aother= and enter material.
445. TANK MATERIAL (SECONDARY TANK) - Check the construction material of the tank that provides the level of containment external to, and separate from, the primary containment. If type of tank material is not listed, check Aother= and enter material.
446. TANK INTERIOR LINING OR COATING - If applicable, check the construction material of the interior lining or coating of the tank. If type of interior lining or coating is not listed, check Aother= and enter type.
447. DATE TANK INTERIOR LINING INSTALLED - If applicable, enter the date the tank interior lining was installed. This is to assist the CUPA to develop an inspection schedule.
448. OTHER TANK CORROSION PROTECTION - If applicable, check the other tank corrosion protection method used. If other corrosion protection method is not listed, check Aother= and enter method.
449. DATE TANK CORROSION PROTECTION INSTALLED - If applicable, enter the date the tank corrosion protection method was installed. This is to assist the CUPA to develop an inspection schedule.
450. YEAR SPILL AND OVERFILL INSTALLED - Check the appropriate box and enter the year in which spill containment, drop tube, and/or striker plate was installed. CHECK ALL THAT APPLY.
451. TYPE OF SPILL PROTECTION - Enter the type of spill containment, drop tube, and/or striker plate. FOR CUPA USE ONLY.
452. YEAR OVERFILL PROTECTION EQUIPMENT INSTALLED - Check the appropriate box and enter the year in which overfill protection was installed or whether there is an exemption from overfill protection. CHECK ALL THAT APPLY, unless tank is exempt.
453. TANK LEAK DETECTION (SINGLE WALL) - For single walled tanks, check the leak detection system(s) used to comply with the monitoring requirements for the tank. CHECK ALL THAT APPLY. If leak detection system is not listed, check Aother= and enter system.
454. TANK LEAK DETECTION (DOUBLE WALL) - For double walled tanks or tanks with bladder, check the leak detection system(s) used to comply with the monitoring requirements for the tank. CHECK ONE ITEM ONLY.
455. ESTIMATED DATE LAST USED - For closure in place, enter the date the tank was last used.
456. ESTIMATED QUANTITY OF SUBSTANCE REMAINING IN TANK - For closure in place, enter the estimated quantity of hazardous substance remaining in the tank (in gallons).
457. TANK FILLED WITH INERT MATERIAL - For closure in place, check whether or not the tank was filled with an inert material prior to closure.

ATTACHMENTS -

1. Provide a scaled plot plan with the location of the UST system, including buildings and landmarks.
2. Provide a description of the monitoring program.

UST - Tank Page 2

Formerly SWRCB Form B

(Note: the numbering of the instructions follows the data element numbers that are on the UPCF pages. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary.)

Please number all pages of your submittal. This helps your CUPA or local agency identify whether the submittal is complete and if any pages are separated.

458. PIPING SYSTEM TYPE (UNDERGROUND) - For items 458 and 459, check the tank=s piping system information. CHECK ALL THAT APPLY.
459. PIPING SYSTEM TYPE (ABOVEGROUND)
460. PIPING CONSTRUCTION (UNDERGROUND) - Check the tank=s piping construction information. CHECK ALL THAT APPLY.
461. PIPING MANUFACTURER (UNDERGROUND) - Enter the name of the piping manufacturer.
462. PIPING CONSTRUCTION (ABOVEGROUND) - Check the tank=s piping construction information. CHECK ALL THAT APPLY.
463. PIPING MANUFACTURER (ABOVEGROUND) - Enter the name of the piping manufacturer.
464. PIPING MATERIAL AND CORROSION PROTECTION (UNDERGROUND) - For items 464 and 465, check the tank=s piping material and corrosion protection.
465. PIPING MATERIAL AND CORROSION PROTECTION (ABOVEGROUND)
466. PIPING LEAK DETECTION (UNDERGROUND) - For items 466 and 467, check the leak detection system(s) used to comply with the monitoring requirements for the piping.
467. PIPING LEAK DETECTION (ABOVEGROUND)
468. DATE DISPENSER CONTAINMENT INSTALLED - If applicable, enter the date that dispenser containment was installed.
469. DISPENSER CONTAINMENT TYPE - Check the type of dispenser containment monitoring system.
- SIGNATURE OF OWNER/OPERATOR - The owner or agent of the owner shall sign in the space provided. This signature certifies that the signer believes that all the information submitted is true and accurate.
470. DATE CERTIFIED - Enter the date the page was signed.
471. OWNER/ OPERATOR NAME - Print the name of signatory.
472. OWNER/ OPERATOR TITLE - Enter the title of the person signing the page.
473. PERMIT NUMBER - Leave this blank, this number is assigned by the CUPA.
474. PERMIT APPROVED BY - Leave this blank, this is the name of the person approving the permit.
475. PERMIT EXPIRATION DATE - Leave this blank, this is completed by the CUPA.

UNIFIED PROGRAM CONSOLIDATED FORM

TANKS

UNDERGROUND STORAGE TANKS – TANK PAGE 1

(two pages per tank)

Page ____ of ____

TYPE OF ACTION 1 NEW SITE PERMIT 4 AMENDED PERMIT 5 CHANGE OF INFORMATION 6 TEMPORARY SITE CLOSURE
 (Check one item only) _____ 7 PERMANENTLY CLOSED ON SITE
 3 RENEWAL PERMIT (Specify reason – for local use only) (Specify reason – for local use only) 8 TANK REMOVED 430

BUSINESS NAME (Same as FACILITY NAME or DBA – Doing Business As) 3 FACILITY ID: _____ 1

LOCATION WITHIN SITE (Optional) _____ 431

I. TANK DESCRIPTION (A scaled plot plan with the location of the UST system including buildings and landmarks shall be submitted to the local agency.)

TANK ID # 432 TANK MANUFACTURER 433 COMPARTMENTALIZED TANK Yes No 434
 If "Yes", complete one page for each compartment.

DATE INSTALLED (YEAR/MO) 435 TANK CAPACITY IN GALLONS 436 NUMBER OF COMPARTMENTS 437

ADDITIONAL DESCRIPTION (For local use only) _____ 438

II. TANK CONTENTS

TANK USE 439 PETROLEUM TYPE 440
 1. MOTOR VEHICLE FUEL (If marked complete Petroleum Type) 1a. REGULAR UNLEADED 2. LEADED 5. JET FUEL
 2. NON-FUEL PETROLEUM 1b. PREMIUM UNLEADED 3. DIESEL 6. AVIATION FUEL
 3. CHEMICAL PRODUCT 1c. MIDGRADE UNLEADED 4. GASOHOL 99. OTHER
 4. HAZARDOUS WASTE (Includes Used Oil)
 95. UNKNOWN
 COMMON NAME (from Hazardous Materials Inventory page) 441 CAS# (from Hazardous Materials Inventory page) 442

III. TANK CONSTRUCTION

TYPE OF TANK (Check one item only) 1. SINGLE WALL 3. SINGLE WALL WITH EXTERIOR MEMBRANE LINER 5. SINGLE WALL WITH INTERNAL BLADDER SYSTEM 443
 2. DOUBLE WALL 4. SIGNLE WALL IN VAULT 95. UNKNOWN
 99. OTHER

TANK MATERIAL – primary tank (Check one item only) 1. BARE STEEL 3. FIBERGLASS / PLASTIC 5. CONCRETE 95. UNKNOWN 444
 2. STAINLESS STEEL 4. STEEL CLAD W/FIBERGLASS 8. FRP COMPTIBLE W/100% METHANOL 99. OTHER
 REINFORCED PLASTIC (FRP)

TANK MATERIAL – secondary tank (Check one item only) 1. BARE STEEL 3. FIBERGLASS / PLASTIC 5. CONCRETE 95. UNKNOWN 445
 2. STAINLESS STEEL 4. STEEL CLAD W/FIBERGLASS 8. FRP COMPTIBLE W/100% METHANOL 99. OTHER
 REINFORCED PLASTIC (FRP) 10. COATED STEEL
 5. CONCRETE

TANK INTERIOR LINING (Check one item only) 1. RUBBER LINED 3. EPOXY LINING 5. GLASS LINING 95. UNKNOWN 446 DATE INSTALLED 447
 2. ALKYD LINING 4. PHENOLIC LINING 6 UNLINED 99 OTHER
 (For local use only)

OTHER CORROSION PROTECTION (Check one item only) 1 MANUFACTURED CATHODIC 3 FIBERGLASS REINFORCED PLASTIC 95 UNKNOWN 448 DATE INSTALLED 449
 2 SACRIFICIAL ANODE 4 IMPRESSED CURRENT 99 OTHER
 (For local use only)

SPILL AND OVERFILL (Check all that apply) YEAR INSTALLED 450 TYPE (local use only) 451 OVERFILL PROTECTION EQUIPMENT: YEAR INSTALLED 452
 1 SPILL CONTAINMENT 1 ALARM 3 FILL TUBE SHUT OFF VALVE
 2 DROP TUBE 2 BALL FLOAT 4 EXEMPT
 3 STRIKER PLATE

IV. TANK LEAK DETECTION (A description of the monitoring program shall be submitted to the local agency.)

IF SINGLE WALL TANK (Check all that apply) 453 IF DOUBLE WALL TANK OR TANK WITH BLADDER (Check one item only) 454
 1 VISUAL (EXPOSED PORTION ONLY) 5 MANUAL TANK GAUGING (MTG) 1 VISUAL (SINGLE WALL IN VAULT ONLY)
 2 AUTOMATIC TANK GAUGING (ATG) 6 VADOSE ZONE 2 CONTINUOUS INTERSTITIAL MONITORING
 3 CONTINUOUS ATG 7 GROUNDWATER 3 MANUAL MONITORING
 4 STATISTICAL INVENTORY RECONCILIATION (SIR) BIENNIAL TANK TESTING 8 TANK TESTING
 99 OTHER

IV. TANK CLOSURE INFORMATION / PERMANENT CLOSURE IN PLACE

ESTIMATED DATE LAST USED (YR/MO/DAY) 455 ESTIMATED QUANTITY OF SUBSTANCE REMAINING 456 TANK FILLED WITH INERT MATERIAL? 457
 _____ gallons Yes No

UNIFIED PROGRAM CONSOLIDATED FORM

TANKS

UNDERGROUND STORAGE TANKS – TANK PAGE 2

VI. PIPING CONSTRUCTION (Check all that apply)

Page ___ of ___

UNDERGROUND PIPING				ABOVEGROUND PIPING				
SYSTEM TYPE	<input type="checkbox"/> 1. PRESSURE	<input type="checkbox"/> 2. SUCTION	<input type="checkbox"/> 3. GRAVITY	458	<input type="checkbox"/> 1. PRESSURE	<input type="checkbox"/> 2. SUCTION	<input type="checkbox"/> 3. GRAVITY	459
CONSTRUCTION	<input type="checkbox"/> 1. SINGLE WALL	<input type="checkbox"/> 3. LINED TRENCH	<input type="checkbox"/> 99. OTHER	460	<input type="checkbox"/> 1. SINGLE WALL	<input type="checkbox"/> 95. UNKNOWN		462
MANUFACTURER	<input type="checkbox"/> 2. DOUBLE WALL	<input type="checkbox"/> 95. UNKNOWN		461	<input type="checkbox"/> 2. DOUBLE WALL	<input type="checkbox"/> 99. OTHER		463
<input type="checkbox"/> 1. BARE STEEL <input type="checkbox"/> 6. FRP COMPATIBLE w/100% METHANOL <input type="checkbox"/> 2. STAINLESS STEEL <input type="checkbox"/> 7. GALVANIZED STEEL <input type="checkbox"/> Unknown <input type="checkbox"/> 3. PLASTIC COMPATIBLE W/ CONTENTS <input type="checkbox"/> 99. Other <input type="checkbox"/> 4. FIBERGLASS <input type="checkbox"/> 8. FLEXIBLE (HDPE) <input type="checkbox"/> 5. STEEL W/COATING <input type="checkbox"/> 9. CATHODIC PROTECTION 464				<input type="checkbox"/> 1. BARE STEEL <input type="checkbox"/> 6. FRP COMPATIBLE W/100% METHANOL <input type="checkbox"/> 2. STAINLESS STEEL <input type="checkbox"/> 7. GALVANIZED STEEL <input type="checkbox"/> 3. PLASTIC COMPATIBLE W/ CONTENTS <input type="checkbox"/> 8. FLEXIBLE (HDPE) <input type="checkbox"/> 99. OTHER <input type="checkbox"/> 4. FIBERGLASS <input type="checkbox"/> 9. CATHODIC PROTECTION <input type="checkbox"/> 5. STEEL W/COATING <input type="checkbox"/> 95. UNKNOWN 465				

VII. PIPING LEAK DETECTION (Check all that apply) (A description of the monitoring program shall be submitted to the local agency.)

UNDERGROUND PIPING	ABOVEGROUND PIPING
SINGLE WALL PIPING 466	SINGLE WALL PIPING 467
PRESSURIZED PIPING (Check all that apply): <input type="checkbox"/> 1. ELECTRONIC LINE LEAK DETECTOR 3.0 GPH TEST <u>WITH</u> AUTO PUMP SHUT OFF FOR LEAK, SYSTEM FAILURE, AND SYSTEM DISCONNECTION + AUDIBLE AND VISUAL ALARMS. <input type="checkbox"/> 2. MONTHLY 0.2 GPH TEST <input type="checkbox"/> 3. ANNUAL INTEGRITY TEST (0.1GPH) CONVENTIONAL SUCTION SYSTEMS <input type="checkbox"/> 5. DAILY VISUAL MONITORING OF PUMPING SYSTEM + TRIENNIAL PIPING INTEGRITY TEST (0.1 GPH) SAFE SUCTION SYSTEMS (NO VALVES IN BELOW GROUNDPING): <input type="checkbox"/> 7. SELF MONITORING GRAVITY FLOW <input type="checkbox"/> 9. BIENNIAL INTEGRITY TEST (0.1 GPH)	PRESSURIZED PIPING (Check all that apply): <input type="checkbox"/> 1. ELECTRONIC LINE LEAK DETECTOR 3.0 GPH TEST <u>WITH</u> AUTO PUMP SHUT OFF FOR LEAK, SYSTEM FAILURE, AND SYSTEM DISCONNECTION + AUDIBLE AND VISUAL ALARMS. <input type="checkbox"/> 2. MONTHLY 0.2 GPH TEST <input type="checkbox"/> 3. ANNUAL INTEGRITY TEST (0.1GPH) <input type="checkbox"/> 4. DAILY VISUAL CHECK CONVENTIONAL SUCTION SYSTEMS (Check all that apply) <input type="checkbox"/> 5. DAILY VISUAL MONITORING OF PIPING AND PUMPING SYSTEM <input type="checkbox"/> 6. TRIENNIAL INTEGRITY TEST (0.1 GPH) SAFE SUCTION SYSTEMS (NO VALVES IN BELOW GROUND PIPING): <input type="checkbox"/> 7. SELF MONITORING GRAVITY FLOW (Check all that apply): <input type="checkbox"/> 8. DAILY VISUAL MONITORING <input type="checkbox"/> 9. BIENNIAL INTEGRITY TEST (0.1 GPH)
SECONDARILY CONTAINED PIPING	SECONDARILY CONTAINED PIPING
PRESSURIZED PIPING (Check all that apply): 10. CONTINUOUS TURBINE SUMP SENSOR <u>WITH</u> AUDIBLE AND VISUAL ALARMS AND (Check one) <input type="checkbox"/> a. AUTO PUMP SHUT OFF WHEN A LEAK OCCURS <input type="checkbox"/> b. AUTO PUMP SHUT OFF FOR LEAKS, SYSTEM FAILURE AND SYSTEM DISCONNECTION <input type="checkbox"/> c. NO AUTO PUMP SHUT OFF <input type="checkbox"/> 11. AUTOMATIC LINE LEAK DETECTOR (3.0 GPH TEST) <u>WITH</u> FLOW SHUT OFF OR RESTRICTION <input type="checkbox"/> 12. ANNUAL INTEGRITY TEST (0.1 GPH) SUCTION/GRAVITY SYSTEM <input type="checkbox"/> 13. CONTINUOUS SUMP SENSOR + AUDIBLE AND VISUAL ALARMS EMERGENCY GENERATORS ONLY (Check all that apply) <input type="checkbox"/> 14. CONTINUOUS SUMP SENSOR <u>WITHOUT</u> AUTO PUMP SHUT OFF * AUDIBLE AND VISUAL ALARMS <input type="checkbox"/> 15. AUTOMATIC LINE LEAK DETECTOR (3.0 GPH TEST) <u>WITHOUT</u> FLOW SHUT OFF OR RESTRICTION <input type="checkbox"/> 16. ANNUAL INTEGRITY TEST (0.1 GPH) <input type="checkbox"/> 17. DAILY VISUAL CHECK	PRESSURIZED PIPING (Check all that apply): 10. CONTINUOUS TURBINE SUMP SENSOR <u>WITH</u> AUDIBLE AND VISUAL ALARMS AND (Check one) <input type="checkbox"/> a. AUTO PUMP SHUT OFF WHEN A LEAK OCCURS <input type="checkbox"/> b. AUTO PUMP SHUT OFF FOR LEAKS, SYSTEM FAILURE AND SYSTEM DISCONNECTION <input type="checkbox"/> c. NO AUTO PUMP SHUT OFF <input type="checkbox"/> 11. AUTOMATIC LEAK DETECTOR <input type="checkbox"/> 12. ANNUAL INTEGRITY TEST (0.1 GPH) SUCTION/GRAVITY SYSTEM <input type="checkbox"/> 13. CONTINUOUS SUMP SENSOR + AUDIBLE AND VISUAL ALARMS EMERGENCY GENERATORS ONLY (Check all that apply) <input type="checkbox"/> 14. CONTINUOUS SUMP SENSOR <u>WITHOUT</u> AUTO PUMP SHUT OFF * AUDIBLE AND VISUAL ALARMS <input type="checkbox"/> 15. AUTOMATIC LINE LEAK DETECTOR (3.0 GPH TEST) <input type="checkbox"/> 16. ANNUAL INTEGRITY TEST (0.1 GPH) <input type="checkbox"/> 17. DAILY VISUAL CHECK

VIII. DISPENSER CONTAINMENT

DISPENSER CONTAINMENT	<input type="checkbox"/> 1. FLOAT MECHANISM THAT SHUTS OFF SHEAR VALVE	<input type="checkbox"/> 4. DAILY VISUAL CHECK
DATE INSTALLED	468	<input type="checkbox"/> 5. TRENCH LINER / MONITORING
	<input type="checkbox"/> 2. CONTINUOUS DISPENSER PAN SENSOR + AUDIBLE AND VISUAL ALARMS	<input type="checkbox"/> 6. NONE
	<input type="checkbox"/> 3. CONTINUOUS DISPENSER PAN SENSOR <u>WITH</u> AUTO SHUT OFF FOR DISPENSER + AUDIBLE AND VISUAL ALARMS	469

IX. OWNER/OPERATOR SIGNATURE

I certify that the information provided herein is true and accurate to the best of my knowledge.

SIGNATURE OF OWNER/OPERATOR	DATE
NAME OF OWNER/OPRATOR (print)	TITLE OF OWNER/OPERATOR

Permit Number (For local use only)	473	Permit Approved (For local use only)	474	Permit Expiration Date (For local use only)	475
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UST Installation - Certificate of Compliance

Formerly SWRCB Form C

Complete this certification upon installation of an UST and piping. One certification is required for each tank system. This page may be completed by either the UST owner or representative.

Refer to 23 CCR 2635 for UST installation and testing requirements.

(Note: the numbering of the instructions follows the data element numbers that are on the UPCF pages. These data element numbers are used for electronic submission and are the same as the numbering used in 27 CCR, Appendix C, the Business Section of the Unified Program Data Dictionary.)

Please number all pages of your submittal. This helps your CUPA or local agency identify whether the submittal is complete and if any pages are separated.

1. FACILITY ID NUMBER - Leave this blank. This number is assigned by the CUPA. This is the unique number which identifies your facility.
3. BUSINESS NAME - Enter the full legal name of the business.
476. ADDRESS - Enter the street address where the tank is located. This is to assist the tank inspector in locating the tank.
477. TANK ID NUMBER - Enter the tank ID number assigned by the owner. This is a unique number used to identify the tank. It may be assigned by the owner or by the CUPA. This is the same as item 432 as found on the UST Tank Page 1.
478. TRAINED AND CERTIFIED BY TANK AND PIPING MANUFACTURER - Check if the tank installer provided evidence of being trained and certified by the tank and piping manufacturer.
479. REGISTERED ENGINEER INSPECTION - Check if the installation has been inspected and certified by a registered professional engineer, if necessary.
480. UNIFIED PROGRAM AGENCY APPROVAL - Check if the installation has been inspected and approved by the Unified Program agency.
481. COMPLETION OF MANUFACTURER'S CHECKLIST - Check if all work listed on the manufacturer's installation checklist was completed.
482. CONTRACTOR'S STATE LICENSE BOARD CERTIFICATION OR LICENSE - Check if the installer has provided proof of CSLB certification or licensing.
483. INSTALLATION DESCRIPTION - Check if the UST system was installed according to applicable voluntary consensus standards and any manufacturer's written installation instructions. Describe the installation in the space provided. Clarify the type and the extent of work completed at the facility, such as installation of dispenser containment, replacement of piping, or installation of turbine sumps.

SIGNATURE OF TANK OWNER/AGENT - The tank owner or agent of the owner shall sign in the space provided. This signature certifies that the signer believes that all the information submitted is true and accurate.
484. DATE CERTIFIED - Enter the date that the page was signed.
485. TANK OWNER/AGENT NAME - Enter the full printed name of the person signing the page.
486. TANK OWNER/AGENT TITLE - Enter the title of the person signing the page.

CERTIFIED UNIFIED PROGRAM AGENCY

COUNTY ENVIRONMENTAL HEALTH DIVISION

**CONSOLIDATED
PERMIT TO OPERATE**

Business Name:
Business Address:

Date of Issuance:
Expiration Date:

This permit is issued for the following:

✓ Check all that apply

- Hazardous Waste Generators and Hazardous Waste Onsite*
- Underground Storage Tanks*
- Hazardous Material Release Response Plans and Inventories*
- California Accidental Release Prevention Program*
- Aboveground Storage Tanks (spill prevention control and countermeasure plan only), and*
- Uniform Fire Code Hazardous Material Management Plans and Inventories*

The following attachments are part of this permit:

- Written Monitoring Plan*
- Written Response Plan*
- Plot Plan*
- Permit Conditions*

PERMIT CONDITIONS

In order to maintain the operating permit, the permit holder must comply with the following:

- a **Hazardous Materials Release Response Plans and Inventories Program:** CHSC Division 20, Chapter 6.95, Article 1 and Title 19 CCR.

- b **California Accidental Release Prevention Program:** CHSC Division 20, Chapter 6.95, Article 2 and Title 19, CCR.

- c **Underground Storage Tanks:** CHSC Division 20, Chapter 6.7 and Title 23 CCR Chapter 16.
 - 1) Monitoring, response, and plot plans shall be approved by the [CUPA name].
 - 2) The owner and operator are subject to all applicable requirements of Chapter 6.7 and 6.75 of the Health and Safety Code and their regulations.
 - 3) This permit and permit conditions including the monitoring, response, and plot plans shall be maintained on site.
 - 4) The seventeen~digit state ID number (from Tank Page 1 and 2) for each underground storage tank is listed below:

- d **Aboveground Petroleum Storage Act SPCC Plans:** CHSC Division 20, Chapter 6.67 and 40 CFR 112.

- e **Hazardous Waste Generators. and Hazardous Waste Onsite Treatment:** CHSC Division 20, Chapter 6.5, and Title 22 CCR, Division 4.5, Chapters 10, 11,12, 20, &31.

- f **Uniform Fire Code Hazardous Materials Management Plans and Inventories:** Health and Safety Code, Division 13, Chapter 4, and Title 24 CCR Section 80.103.



State of California
 State of Water Resources Control Board
 Division of Clean Water Programs
 P.O. Box 944212
 Sacramento, CA 94244-2120

(Instructions on reverse side)

For State Use Only

S

CERTIFICATION OF FINANCIAL RESPONSIBILITY

FOR UNDERGROUND STORAGE TANKS CONTAINING PETROLEUM

A. I am required to demonstrate Financial Responsibility in the Required amounts as specified in Section 2807, Chapter 18, Div. 3, Title 23, CCR:

500,000 dollars per occurrence

1 million dollars annual aggregate

or

AND

or

1 million dollars per occurrence

2 million dollars annual aggregate

B. Make Believe Co. hereby certifies that it is in compliance with the requirements of Section 2807,

(Name of Tank Owner or Operator)

Article 3, Chapter 18, Division 3, Title 23, California Code of Regulations.

The mechanisms used to demonstrate financial responsibility as required by Section 2807 are as follows:

C. Mechanism Type	Name and Address of Issuer	Mechanism Number	Coverage Amount	Coverage Period	Corrective Action	Third Party Comp
State UST Fund	State UST Cleanup Fund P.O. Box 944212 Sacramento, CA 94244-2120	N/A for UST Cleanup Fund	\$995,000 per Occurrence and Annual Aggregate	State UST Cleanup Fund Continuous	YES	YES
Chief Financial Officer Letter	Make Believe Co. 123 Tank Street Fund City, CA 90001	N/A for this mechanism	\$5,000 per Occurrence and Annual Aggregate	Annual	YES	YES

Note:

This is a sample certification of a petroleum UST owner or operator using the State Cleanup Fund as the Financial responsibility mechanism, in conjunction with the state alternative mechanism "Letter from Chief Financial Officer." For additional information and requirements refer to Title 23, Chapter 18, of the California Code of Regulations and Chapter 6.75 of the California Health and Safety Code.

Note: If you are using the State Fund as any part of your demonstration of financial responsibility, your execution and submission of this certification also certifies that you are in compliance with all conditions for participation in the Fund.

D. Facility Name Make Believe Co.	Facility Address Station #1 123 Tank Street Fund City, CA 90002
Facility Name Make Believe Co.	Facility Address Station #2 200 Site Avenue Fund City, CA 90002
Facility Name	Facility Address
E. Signature of Tank Owner or Operator <i>Rhea Cycle</i>	Date 7-3-95
Name and Title of Tank Owner or Operator Rhea Cycle - Owner	
Signature of Witness or Notary <i>Tom Storage</i>	Date 7-3-95
Name of Witness or Notary Tom Storage	



State of California
 State of Water Resources Control Board
 Division of Clean Water Programs
 P.O. Box 944212
 Sacramento, CA 94244-2120

(Instructions on reverse side)

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CERTIFICATION OF FINANCIAL RESPONSIBILITY

FOR UNDERGROUND STORAGE TANKS CONTAINING PETROLEUM

A. I am required to demonstrate Financial Responsibility in the Required amounts as specified in Section 2807, Chapter 18, Div. 3, Title 23, CCR:

500,000 dollars per occurrence

1 million dollars annual aggregate

or

AND

or

1 million dollars per occurrence

2 million dollars annual aggregate

B. _____ hereby certifies that it is in compliance with the requirements of Section 2807,
 (Name of Tank Owner or Operator)

Article 3, Chapter 18, Division 3, Title 23, California Code of Regulations.

The mechanisms used to demonstrate financial responsibility as required by Section 2807 are as follows:

C. Mechanism Type	Name and Address of Issuer	Mechanism Number	Coverage Amount	Coverage Period	Corrective Action	Third Party Comp

Note: If you are using the State Fund as any part of your demonstration of financial responsibility, your execution and submission of this certification also certifies that you are in compliance with all conditions for participation in the Fund.

D. Facility Name	Facility Address	
Facility Name	Facility Address	
Facility Name	Facility Address	
E. Signature of Tank Owner or Operator	Date	Name and Title of Tank Owner or Operator
Signature of Witness or Notary	Date	Name of Witness or Notary

INSTRUCTIONS

CERTIFICATION OF FINANCIAL RESPONSIBILITY

Please type or print information clearly. All UST sites owned or operated may be listed on one form, therefore, a separate certification is not required for each site.

DOCUMENT INFORMATION

- A. **Coverage Required** Check the appropriate boxes.
- B. **Name of Tank Owner or Operator** Full name of either the tank owner or the operator
- C. **Mechanism Type** Indicate which approved mechanism(s) are being used to show financial responsibility either as contained in the federal regulations, 40 CFR Part 280 Subpart H, Sections 280.93 through 280.107, or Section 2808.1 Chapter 18, Div. 3, Title 23, CCR (see Financial Responsibility Guide for more information).
- Name of Issuer** List all names and address of companies and/or individuals issuing coverage.
- Mechanism Number** List identifying number for each mechanism used. Example: insurance policy number, Letter of Credit number, etc., etc. If using the State Cleanup Fund, leave blank.
- Coverage Amount** Indicate amount of coverage for each listed mechanism. If more than one mechanism is indicated, total must equal 100% of financial responsibility for each site.
- Coverage Period** Indicate the effective date(s) of all mechanisms. State Cleanup Fund coverage is continuous as long as you maintain compliance and remain eligible to participate in the Fund.
- Corrective Action** Indicate yes or no. Does the specified financial assurance mechanism provide coverage for corrective action? It is a required coverage. If using the State Cleanup Fund, indicate "yes."
- Third Party Compensation** Indicate yes or no. Does the specified financial assurance mechanism provide coverage for corrective action? It is a required coverage. If using the State Cleanup Fund, indicate "yes."
- D. **Facility Information** Provide all facility and or site names and addresses.
- E. **Signature Block** Provide signature and date signed by tank owner or operator; printed or typed name and title of tank owner or operator; signature of witness or notary and date signed; and printed or typed name of witness or notary. (If notary signs please attach documentation.)

Where to Mail certification:

Please send original to your local agency(ies) [agency(ies) that issues the UST permits]. Keep a copy of the certification at each listed site.

Questions:

If you have questions about financial responsibility requirements or about the Certification of Financial Responsibility form, please contact the State Water Resources Control Board, Underground Storage Tank Cleanup Fund at (916) 227-4307.

Note:

Penalties for Failure to Comply with Financial Responsibility Requirements:

Failure to comply may result in: 1) jeopardizing claimant eligibility for the State Cleanup Fund, and 2) liability for civil penalties of up to \$10,000 per day, per underground storage tank, for each day of violation as stated in Article 7, Section 25299.76(a) of the California Health and Safety Code.

**WRITTEN MONITORING PROCEDURES FORM
UNDERGROUND STORAGE TANK MONITORING PROGRAM**

This monitoring program must be kept at the UST location at all times. The information on this monitoring program are conditions of the operating permit. The permit holder must notify (the local agency) within 30 days of any changes to the monitoring procedures, unless required to obtain approval before making the change.

Required by Sections 2632(d) and 2641(h) CCR.

Facility Name: _____

Facility Address: _____

A. Indicate the frequency of monitoring:

Tank: _____

Piping: _____

B. What methods and equipment, identified by name and model, will be used for performing the monitoring:

Tanks: _____

Piping: _____

C. Describe the location(s) where the monitoring will be performed (facility plot plan should be attached):

D. List the name(s) and title(s) of the person responsible for monitoring and/or maintaining the equipment:

E. Reporting format for monitoring:

Tank: _____

Piping: _____

F. Describe the preventive maintenance schedule for the monitoring equipment.

Note: Maintenance must be in accordance with the manufacturer's maintenance schedule but not less than every 12 months.

G. Describe the training necessary for the operation of UST system, including piping and monitoring equipment.

**EMERGENCY RESPONSE PLAN FORM
UNDERGROUND STORAGE TANK MONITORING PROGRAM**

This monitoring program must be kept at the UST location at all times. The information on this monitoring program are conditions of the operating permit. The permit holder must notify (the local agency) within 30 days of any changes to the monitoring procedures, unless required to obtain approval before making the change.

Required by Sections 2632(d) and 2641(h) CCR

Facility Name: _____

Facility Address: _____

1. If an unauthorized release occurs, how will the hazardous substance be cleaned up?

Note: If released hazardous substances reach the environment, increase the fire or explosion hazard, are not cleaned up from the secondary containment within 8 hours, or deteriorate the secondary containment, the (local agency) must be notified within 24 hours.

2. Describe the proposed methods and equipment to be used for removing and properly disposing of any hazardous substances.

3. Describe the location and availability of the required cleanup equipment in item 2 above.

4. Describe the maintenance schedule for the cleanup equipment.

5. List the name(s) and title(s) of the person(s) responsible for authorizing any work necessary under the response plan:

MONTHLY STATISTICAL INVENTORY RECONCILIATION (SIR) REPORT

MONTH _____ YEAR _____

FACILITY			
TANK LOCATION	Street Address:	City:	
	Phone ()	Zip:	
TANK OWNER	Name:		
	Address:		
	City:	State:	Zip: Phone: ()
TANK OPERATOR	Name:		Phone: ()
SIR Provider			Phone: ()
SIR Version			Date of SIR report:
Performance standard			
Period Covered		What is the required number of useable inventory days per leak?	

Tank Number	Tank Content	Tank Capacity gallons	Useable Number of Data records days	This Month						Last Month			
				Leak Threshold Gph	MDL Gph	Calculated Leak rate Gph	Pass, Fail, Inconclusive			Pass, Fail, Inconclusive			
							P	F	I	P	F	I	

1. The tank owner/operator is required to have a SIR report for each month [Section 2643(b)(3) CCR].
2. The tank owner/operator is required to have each monthly report within 20 days following data collection [Section 2646.1(c) CCR].
3. The tank owner/operator must submit monthly reports to the local agency upon request [Section 2712(b) CCR].
4. If for any reason, the test is neither “pass’ nor fail”, the “inconclusive” column must be marked.
5. Within 24 hours of receipt of a report, the owner or operator must notify the local agency if test results are inconclusive or indicate a possible unauthorized release. The owner/operator must submit the report to the local agency within 10 days (Section 2646.1(d))
6. Quantitative and Qualitative SIR Methods:
 - a. The test result is “Pass” only if the absolute value of calculated leak rate is less than threshold on both MDL and leak threshold are less than performance standard.
 - b. If the absolute value of calculated leak rate for a tank is greater than or equal to the leak threshold, the tank failed the SIR test.
 - c. If the Minimum Detectable Leak (MDL) rate for a tank is greater than the certified performance standard (I.e., 0.1 or 0.2 gph) and the absolute value of calculated leak rate is less than the leak threshold, the leak is inconclusive for that month.
 - d. Two consecutive failures and/or inconclusive requires a tank and/or piping integrity test within 15 days from the date of the second report [Section 2646.1 (h) CCR].

Recommendations/Comments for “fail” or “inconclusive” results:

Person conducting evaluation		
Signature (optional)		Date

ANNUAL STATISTICAL INVENTORY RECONCILIATION (SIR) SUMMARY REPORT

Annual Summary reports are required for retail and non-retail facilities.

Year 20_____

Facility Name:		Tank Owner/Operator:	
Facility Address:		City:	Zip:
Tank I.D. Number		Tank Capacity:	Product:
Last Tank Test Date:	Pass/Fail	Last Leak Detector Check Date:	Pass/Fail
Last Piping Test Date:	Pass/Fail	Last Meter Calibration Check Date:	Pass/Fail

All monthly SIR results for this system was “pass” for the twelve month period from _____, 20____ to _____, 20_____

Monthly SIR results showing “fail” or “inconclusive” occurred in the following months, in the listed amounts. If the SIR results for a month exceeded the SIR method’s threshold or was inconclusive, appropriate corrective actions described in CCR Section 2646.1 must be taken. The local agency must be notified within 24 hours of receiving a “failed” or “inconclusive” SIR report.

Summary of test results from monthly SIR reports. **Complete for all 12 months.**

	Month/Year	Leak Threshold (gph)	Minimum Detectable Leak Rate (gph)	Calculated Leak Rate (gph)	Pass, Fail, Inconclusive	Specify Follow-up Actions
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Submit report within 15 days following the end of the last month of the 12-month period covered by this summary report.
Send to: (local agency)

SIR Provider: _____ **SIR Method & Version number:** _____

I certify under penalty of perjury that all SIR results listed above are as calculated.

Signature of Tank Owner/Operator or agent Date

Please submit a separate form for each tank.



Winston H. Hickox
Secretary for
Environmental
Protection

State Water Resources Control Board

Division of Clean Water Programs

2014 T Street • Sacramento, California 95814 • (916) 227-4303
Mailing Address: P.O. Box 944212 • Sacramento, California • 94244-2120
FAX (916) 227-4349 • Internet Address: <http://www.swrcb.ca.gov>



Gray Davis
Governor

To: Local Agencies

UNDERGROUND STORAGE TANK (UST) PROGRAM QUARTERLY IMPLEMENTATION REPORT FOR JULY THROUGH SEPTEMBER, 1999

Enclosed is your copy of the Quarterly Underground Storage Tank Program Implementation Report form (UST Quarterly Report). **Please return the completed form to SWRCB at the address referenced on the form by October 30, 1999.** The requested information on this form is the same as those indicated on Report 6 of Unified Program Information Collection and Reporting Standards. By completing the attached UST Quarterly Report, you will satisfy Report 6 of the CUPA requirement, as specified in Section 15290, Title 27, of the California Code of Regulations.

Also attached is a set of instructions for filling out the quarterly report form. The purpose of these instructions is to assist the local agencies to better understand the requested numerical data for each line item. If you have any questions regarding this report or the instructions, please contact Cheryl Smith at (916) 227-4303.

As mentioned in the past, we sincerely appreciate all your efforts in responding and submitting the UST Quarterly Report and other requested information to us in a timely manner and we are looking forward to continue this cooperative working relationship with you.

Sincerely,

David Holtry, Chief
Engineering Unit
Underground Storage Tank Program

Enclosures

CUPA REPORT 6
QUARTERLY UNDERGROUND STORAGE TANK (UST) PROGRAM REPORT
 27 CCR Section 15290 and 23 CCR Section 2713

Agency Name
 Address
 City, State Zip Code

Quarter: July – Sept. 1999

Agency Code

----- fold here -----

STATUS OR ACTIVITY		Column A Information as of Previous Quarter	Column B Changes this Quarter
I	Regulated Facilities		<input type="text"/>
II	Petroleum UST Systems		
	2a. Active		<input type="text"/>
	2b. Permanently Closed.....		<input type="text"/>
III	Hazardous Substance UST Systems		
	3a. Active		<input type="text"/>
	3b. Permanently Closed.....		<input type="text"/>
IV	Active UST Systems with Approved Leak Detection Systems * Percent of Active USWT Systems with Approved Leak Detection Systems		<input type="text"/> <div style="background-color: #cccccc; height: 15px; width: 100%;"></div>
V	Active UST Systems Meeting 1998 Upgrade/Replacement Requirements.....		<input type="text"/> <div style="background-color: #cccccc; height: 15px; width: 100%;"></div>
VI	Completed UST Facility Inspections.....		<input type="text"/>

Information provided by: _____ Phone: () _____ - _____ Date: _____

Comments: _____

Please return to:

State Water Resources Control Board
 Division of Clean Water Programs
 P.O. Box 944212
 Sacramento, CA 94244-2120

Contact: (916) 227-4303 – Phone
 (916) 227-4349 – Fax

INSTRUCTION FOR COMPLETING THE QUARTERLY UST PROGRAM IMPLEMENTATION REPORT

Line 1 Regulated Facilities

Column 1 The number of facilities is shown here based on changes reported last quarter. The number in this column is cumulative from one quarter to the next and one-year to the next. If a correction needs to be made, cross out the existing entry and fill in the corrected one. The State will revise its database to keep the information current with the local agency's records. Use this column only to make any corrections to the previous report.

Column 2 Record the best available change in number of facilities that occurred this quarter. New facilities are positive numbers whereas facilities removed from the UST Program are negative numbers. Please show the net change in this column. (For example, 2 new facilities were entered in the UST Program and 10 facilities were removed, this would equal -8. Enter -8 in this column.)

Line 2a Active Petroleum UST Systems

Column 1 The number of active petroleum tank systems is shown here based on changes reported last quarter. Petroleum tank system(s) includes not only the tank, but any associated piping, ancillary equipment, and containment systems, if any. The number of tank systems will be equal to the number of fill pipes at the facility. Petroleum tanks include all motor vehicle fuel tanks, e.g., gasoline, diesel, jet fuel, kerosene, new oil and petroleum. Active tanks include both tanks in service and those temporarily closed. The number in this column is cumulative from one quarter to the next and one-year to the next. If a correction needs to be made, cross out the existing entry and fill in the corrected one. Use this column only to make any corrections to the previous report.

Column 2 Record the best available change in number of active petroleum tanks that occurred this quarter. New installations and newly discovered tanks are positive numbers whereas tank removals are negative numbers. Please show the net change in this column. (For example, 2 new installations, 1 newly discovered tank and 10 removals would equal -7. Enter -7 in this column.)

Line 2b Permanently Closed Petroleum UST Systems

Column 1 The number of permanently closed petroleum tanks based on changes reported last quarter is shown here. Permanently closed tanks are all tanks closed since January 1, 1984. The number in this column is cumulative from one quarter to the next and one-year to the next. If a correction needs to be made, cross out the existing entry and fill in the corrected one. Use this column only to make any corrections to the previous report.

Column 2 Record the best available change in number of permanently closed petroleum tanks that occurred this quarter. This number should not be a negative number.

Line 3a Active Hazardous Substance UST Systems

Column 1 The number of active tanks that contain a hazardous substance, e.g., used oil, solvents, methanol, and chemicals is shown here based on changes reported last quarter. The number in this column is cumulative from one quarter to the next and one-year to the next. If a correction needs to be made, cross out the existing entry and fill in the corrected one. Use this column only to make corrections to the previous report.

Column 2 Record the best available change in number of hazardous substance tanks that occurred this quarter. New installations and newly discovered tanks are positive numbers whereas tank removals are negative numbers. Please show the net change in this column. (For example, 2 new installations, 1 newly discovered tank and 10 removals would equal -7. Enter -7 in this column.)

Line 3b Permanently Closed Hazardous Substance UST Systems

Column 1 The number of permanently closed hazardous substance tanks is shown here based on changes reported last quarter. Permanently closed tanks are tanks closed since January 1, 1984. The number in this column is cumulative from one quarter to the next and one-year to the next. If a correction needs to be made, cross out the existing entry and fill in the corrected one. Use this column only to make corrections to the previous report.

Column 2 Record the best available change in number of permanently closed hazardous substance tanks that occurred this quarter. This number should not be a negative number.

Line 4 Active UST Systems with Approved Leak Detection

Column 1 The number of active tanks with approved leak detection systems is shown here based on changes reported last quarter. The number in this column is cumulative from one quarter to the next and one-year to the next. If a correction needs to be made, cross out the existing entry and fill in the corrected one. Use this column only to make corrections to the previous report. See LG 113 for a list of approved leak detection equipment.

Column 2 Record the best available change in number of active tanks with approved leak detection systems that occurred this quarter. This number can be either negative or positive. Please show the net change in this column. (For example, 2 new tank installations with approved leak detection, 1 permanently closed tank in place, and 5 tank removals that had leak detection would equal -4. Enter -4 in this column.)

Line 5 Active UST Systems Meeting 1998 Upgrade/Replacement Requirements

Column 1 The number of active tank systems meeting 1998 upgrade/replacement requirements is shown here based on changes reported last quarter. The number in this column is cumulative from one quarter to the next and one-year to the next. If a correction needs to be made, cross out

the existing entry and fill in the corrected one. Use this column only to make corrections to the previous report.

Column 2 Record the best available change in number of active tank systems meeting 1998 upgrade/replacement requirements that occurred this quarter. Tanks satisfying the 1998 upgrade requirements include those meeting the design and the construction requirements specified in Article 3, Underground Storage Tank Regulations, and the upgrade requirements of Article 6. Do not include closed tanks. (For the purposes of this report, temporarily closed tanks that meet the December 22, 1998, deadline requirement are included in line 2a.)

Line 6 Completed Facility Inspections

Column 1 The number of completed facility inspections is shown here based on changes reported last quarter. The number in this column is cumulative from one quarter to the next and one-year to the next. If a correction needs to be made, cross out the existing entry and fill in the corrected one. Use this column only to make any corrections to the previous report.

Column 2 Record the number of facility inspections conducted this quarter. Count compliance inspections as long as leak detection methods and records are checked. This includes inspections where the inspector checks monitoring records for SIRs, ATGs, cathodic protection systems, etc., and leak detection equipment for operability and/or running condition (e.g., console boxes, interstitial monitors, line leak detectors, cathodic protection systems). Include installation inspections if leak detection systems are checked as part of the inspection. Re-inspections count as long as any of the above leak detection items were checked. Do not count inspections for piping only, tank removal inspections, inspections of tank cleanup activity, or corrective action inspections. There are no negative numbers in this column.

Note:

Column 1 refers to the column titled “Information as of”

Column 2 refers to the column titled “Changes This Quarter”

UNDERGROUND STORAGE TANK INSPECTION CHECKLIST FOR INSPECTORS AND TANK OWNERS

Comments: <hr/> <hr/>	ID#		ID#		ID#	
	Product		Product		Product	
	Install Date		Install Date		Install Date	
	Size		Size		Size	
CHECK YES OR NO FOR EACH THAT APPLY	yes	no	yes	no	yes	no
1. Permit Applications:						
a. CUPA Facility & Tank UST Forms Submitted? (Forms A & B)						
b. CUPA UST Installation Certificate Submitted? (Form C)						
c. Operating Fees Paid?						
d. State Surcharge Paid?						
e. Facility Plot Plan Submitted?						
f. Statement of Financial Responsibility Submitted?						
g. Written Contract Between Owner & Operator Submitted?						
2. Operating Permits						
a. Valid Operating Permit?						
b. Approved Routine Monitoring Procedure?						
c. Approved Release Response Plan?						
3. Integrity Testing:						
a. Tank Integrity Test in Last 12 Months?						
b. Pressurized Piping Integrity Test in Last 12 Months?						
c. Suction Piping Tightness Test in Last 3 Years?						
d. Gravity Flow Piping Tightness Test in Last 2 Years?						
e. Test Results Submitted Within 30 Days?						
4. Tank Monitoring or Other Records Indicate:						
a1. Manual or statistical Reconciliation Performed Monthly?						
a2. Annual Inventory Reconciliation Statement Submitted?						
a3. Meters Calibrated Annually?						
b. Manual Tank Gauging Performed Weekly for Small Tanks?						
c. Automatic Tank Gauge Records Show Monthly Testing?						
d. Groundwater Monitoring Performed Continuously or Monthly?						
e. Vapor Monitoring Performed Continuously or Weekly?						
f. Continuous Interstitial Monitoring for Double-Walled Tanks?						
g. Leak Detection Equipment is Annually Maintained or Calibrated?						
5. Pipe Monitoring or Other Records Indicate:						
a. Mechanical Line Leak Detector Installed?						
b. Electronic Line Leak Detector Installed?						
c. Continuous Pipe Monitoring in Sump?						
d. Automatic Pump Shut-off Capacity?						
6. Other Requirements						
a. Leak Detection Equipment and Test Methods Listed in LG-113?						
b. Cathodic Protection Inspected on Required Schedule?						
c. Releases Recorded and/or Reported within 24 Hours?						
d. UST System Repairs/Upgrades Approved By the Local Agency?						
e. Monitoring Wells Secured?						

Interstitial Monitoring Inspection Form

For use by the agency inspector or a tank owner or operator.

Instructions: *Use one form per type of interstitial monitor.*

This form may apply to multiple tanks if the method of interstitial monitoring is the same for each tank.

Fill in each section below as applicable.

If Secondary Containment is Provided by:	Interstitial Space is Monitored:	Interstitial Space is:
<input type="checkbox"/> Double-walled tank	<input type="checkbox"/> Continuously	<input type="checkbox"/> Liquid <input type="checkbox"/> Dry
<input type="checkbox"/> Single-walled tank with an internal bladder.	<input type="checkbox"/> Continuously	<input type="checkbox"/> Under a vacuum
<input type="checkbox"/> Single-walled tank in a lined excavation	<input type="checkbox"/> Continuously <input type="checkbox"/> With daily dipsticking	<input type="checkbox"/> Backfilled
<input type="checkbox"/> Single-walled tank in a vault	<input type="checkbox"/> Continuously <input type="checkbox"/> Visually daily	<input type="checkbox"/> Backfilled <input type="checkbox"/> Dry
<input type="checkbox"/> Other (specify)		

Method of detection: Liquid level indicator Liquid sensor Vapor sensor Pressure or vacuum loss detector

For Continuous Interstitial Monitors:

Manufacturer: _____

Model name and number: _____

Questions Apply to Continuous, Daily, and Visual Monitoring

1. Are the sensors functioning properly and is the monitoring box operational?	Yes	No	N/A
2. Is there a continuous audible and visual alarm?	Yes	No	N/A
3. If so, is the continuous audible and visual alarm operational?	Yes	No	N/A
4. Can the system print out a leak alarm history?	Yes	No	N/A
5. Is there documentation showing leak alarms were recorded and/or reported to the local agency?	Yes	No	N/A
6. Do records show routine maintenance and service checks are performed every 12 months?	Yes	No	N/A
7. If the interstitial monitor was installed after May 5, 1994, was it third-party certified?	Yes	No	N/A
8. If monitoring wells are part of the leak detection system, are they clearly marked and secured to avoid unauthorized access and tampering?	Yes	No	N/A
9. If daily readings are taken, is the necessary equipment on-site and functional?	Yes	No	N/A
10. For visual monitoring, is there daily documentation for the last 36 months?	Yes	No	N/A

Comments:

Piping Inspection Checklist

Pressurized Piping

Name of line leak detector: (mechanical) _____

(electrical) _____

Name of line tightness test method: _____

Name of line tightness tester: _____

License number of line tightness tester: _____

Address of line tightness tester: _____

- Has tank tester complied with all State license requirements: Y N
- Are the test equipment and methods listed in LG-113 series? Y N
- Do the equipment and line tightness test methods meet the testing criteria specifications given in the LG-113 series? Y N
- Was the mechanical line leak detector serviced in last 12 months? Y N
- Was the electronic line leak detector serviced in last 12 months? Y N N/A
- Was the continuous interstitial monitoring system serviced in last 12 months? Y N N/A

<i>For piping for each tank, answer the questions in Set 1 or Set 2. (Questions answered by "No" may require follow-up actions.)</i>	Tank 1	Tank 2	Tank 3	Tank 4
Set 1				
1. Is there a mechanical line leak detector with automatic flow restrictor?				
2. Is there an electronic line leak detector?				
3. Is there automatic pump shut-off capability?				
4. Is there a continuous audible and visual alarm system?				
Set 2				
5. Date of last annual line tightness test, if applicable:				
6. For piping tests conducted on an annual basis, were the lines tested at 150% the normal operating pressure?				
7. Did lines pass test? If not, specify in comments section on the reverse the status of the tank and piping and what actions have been taken (e.g., has the local agency been notified?).				
8. Is there interstitial sump monitoring for double-walled piping?				
9. For continuous sump monitoring, is the system designed to detect releases from any portion of product piping?				
10. For continuous interstitial sump monitoring, is the monitoring box operational?				
<i>For vapor or ground water monitoring:</i>				
11. Is documentation of monthly monitoring available for last 36 months?				

Piping Inspection Checklist

Suction Piping

<i>(Questions answered by "No" may require follow-up actions.)</i>	Tank 1	Tank 2	Tank 3	Tank 4
12. Can product lines be isolated from tank for testing purposes?				
13. If yes, were lines tested at an equivalence of 40 psi (required every 3 years)?				
14. If no, were lines tested by an overfilled volumetric tank integrity test (required every 3 years)?				
15. Did lines pass test? If not, comment below on the status of the tank and piping and what actions have been taken.				
16. If secondarily contained, does sump monitoring exist?				
17. Are there records of daily monitoring of the suction pump?				
<i>Leak detection is not required for those tanks using suction piping where the answer is yes to each of the following questions:</i>				
18. Does piping operate at less than atmospheric pressure?				
19. Does piping have only one check valve which is located directly under pump?				
20. Does slope of piping allow product to drain back into tank when suction is released?				
21. Is all above information on suction piping verifiable?				

Gravity Flow Piping

<i>(Questions answered by "No" may require follow-up actions.)</i>	Tank 1	Tank 2	Tank 3	Tank 4
22. Is the gravity flow piping a straight drop?				
23. Can product lines be isolated from tank for testing purposes?				
24. If yes, were lines tested at an equivalence of 40 psi (required every 2 years)?				
25. If no, were lines tested by an overfilled volumetric tank integrity test?				
26. Did lines pass test? If not, describe below the status of the tank and piping and what actions have been taken.				
27. If secondarily contained, does interstitial sump monitoring exist?				

Comments:

Statistical Inventory Reconciliation

Name and version of Statistical Inventory Reconciliation (SIR) method: _____

<i>Check Yes or No for Each Question (A "No" Answer may indicate necessary follow up action.)</i>	Yes	No
1. Does it appear that the tank level was measured and recorded on a daily basis?		
2. Is there documentation of deliveries and sales with daily measurements of liquid volume in tank maintained and available.		
3. Is tank inventory reconciled before and after fuel delivery?		
4. Do records include daily water level readings?		
5. Does the operator use a water-finding paste?		
6. Are inventory records reconciled monthly?		
7. Are dispenser pumps calibrated?		
8. Does the drop tube in the fill pipe extend to within one foot of tank bottom?		
9. Can owner/operator demonstrate consistency in dipsticking techniques?		
10. Is the dipstick long enough to reach the bottom of the tank?		
11. Are the ends of the gauge stick flat and not worn down?		
12. Does the operator use a product-finding substance?		
13. Is the dipstick marked legibly and can the product level be determined to the nearest 1/8th inch?		
14. Was an annual statement with the monthly SIR results submitted to local agency within the last 12 months?		
15. Are SIR reports maintained and available on-site for the past 36 months (or for as long as SIR has been used)?		
16. Do any of the monthly SIR reports indicate failure or inconclusive results?		
17. If yes, was local agency notified?		
18. Were appropriate follow-up actions taken?		
19. If two successive monthly SIR reports were inconclusive or failures, was a tank of piping tightness test conducted within 15 days?		

Comments:

AUTOMATIC TANK GAUGE INSPECTION CHECKLIST

For Inspectors and Tank Owners

System Manufacturer: _____

System Name and model number: _____

1. Is the automatic tank gauge listed in LG-113?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Is there an operation/maintenance manual available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are there any alarm lights flashing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Does the system print hard copies of test reports?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Does the system's test report include:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
a. tank identification?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. time and date of the test?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. product depth?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. product volume?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. water depth?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f. product temperature?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
g. duration of the test?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
h. calculated leak rate? (Required for systems installed <u>after</u> 1/1/95)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
i. leak threshold? (Required for systems installed <u>after</u> 1/1/95)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
j. test results (i.e., "PASS" or "FAIL")?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Does the leak threshold meet the specifications in LG-113?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Are the calculated leak rates (absolute value) less than the leak threshold?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Was each tank tested above the minimum product levels?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Was each tank tested at least once every month?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Did waiting times between product delivery and testing meet LG-113 specifications?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Did the test period meet the specifications in LG-113?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Does the tank size meet the specifications in LG-113?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Is there documentation to show that failed tests were recorded and/or reported to the local agency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Were all high water alarms documented and investigated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Is ground water present around the tank?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Are monthly test records maintained for at least 3 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17. Is documentation available showing that the system was installed, calibrated, and maintained in accordance with manufacturers instructions, including routine maintenance and service checks at least one per calendar year?	Yes <input type="checkbox"/> Last Annual Check: _____	No <input type="checkbox"/>

Comments: _____

**60-DAY INSPECTION LOG FOR FIELD-INSTALLED
IMPRESSED CURRENT CATHODIC PROTECTION SYSTEMS**

Site Information

Tank Owner: _____	Rectifier Serial No: _____
Facility Address: _____	Installed By: _____
Rectifier Manufacturer: _____	Date of Installation: _____
Type of Rectifier Unit: _____	Location at Facility of Rectifier Unit: _____
Rectifier Rated AC Input: Volts: _____ Amps: _____ Hertz: _____ Phase: _____	Type and Number of Anodes: _____
Rated DC Output: Volts: _____ Amps: _____	Size of Anodes (Diameter/Length): _____

Log Sheet

TWO-MONTH INTERVAL	DATE INSPECTED	SYSTEM INSPECTOR	RECTIFIER TAP SETTING*		DC OUTPUT		CLOCK HOUR READING*	NOTE GENERAL WEATHER CONDITIONS
			COARSE	FINE	VOLTS	AMPS		
JANUARY-FEBRUARY								
MARCH-APRIL								
MAY-JUNE								
JULY-AUGUST								
SEPTEMBER-OCTOBER								
NOVEMBER-DECEMBER								

*If Applicable

Other Considerations

Check condition of ac and dc rectifier breakers or fuses: _____ Check that the panel meters are operating: _____	Comments _____ _____
---	----------------------------

Follow-up and Remedial Actions

<p>Follow-up Actions: If you, as the Inspector, notice that there appears to be a problem with the system, contact the appropriate personnel: the equipment manufacturer, the maintenance contractor, and/or the local agency.</p> <p align="center"><u>Remedial Actions You Can Take May Include (after checking with the equipment manufacturer):</u></p> <p>>Repair, replace, or adjust components of the cathodic protection system</p> <p align="right">>Bare structures can be thoroughly cleaned and properly coated if required to preserve cathodic protection.</p>

LOCAL AGENCY _____
CORROSION PROTECTION MONITORING FORM

Questions on how to complete this form should be directed to _____ at () _____

Facility Information	Cathodic Protection Tester Information
Facility Name:	Person Conducting Test:
Address:	Name of Testing Company:
City, County, Zip Code:	Address:
Facility ID Number:	City, State, Zip Code:
CP System: Galvanic or Impressed Current (<i>Circle One</i>)	Phone Number:

Owner Information	General Information
Owner:	Date of Testing:
Address:	Temperature:
City, State, Zip Code:	Weather Conditions:
Phone Number:	Soil Conditions:

A qualified cathodic protection tester must test all UST systems equipped with cathodic protection systems for proper operation within 6 months of installation or repair of any portion of the UST system, and at least every 3 years thereafter. This form is designed to document these tests. Please use photocopies of the appropriate pages if you have more than 4 tanks at one location. This form must be kept on file for at least 6½ years.

UST owners and operators must also inspect IMPRESSED CURRENT cathodic protection systems every 60 days to ensure equipment is operating properly. This form is not designed to document these inspections. Instead, a logbook should be maintained to document the time, date, inspector, and results of these inspections.

In the space below, sketch the important parts of the facility (tanks, manways, fill pipes, tank monitor, vapor recovery connections, piping, vents, anodes, pump islands, buildings, etc.). Indicate reference cell locations using location code "R" and sequential numbers (e.g., R1, R2, etc.) and structure contact points using the location code "S" and sequential numbers (e.g., S1, S2, etc.). Include tank sizes and type of product stored. Use these letter and number designations in the tables on the following pages to indicate reference cell locations and structure contact locations used for each measurement.

DOCUMENTS THAT MAY BE INCLUDED IN A FILE REVIEW CHECKLIST

1. Unified Program Consolidated Form — UST Facility (Form A) and UST Tanks (Form B). Collect these forms when there is a submittal of an operating permit application. Whenever information on these forms is changed, these forms should be updated or resubmitted by the tank owner to the local agency. Tank closure does not require use of these forms but use of the forms is recommended for consistency and documentation.
2. UST Installation and Certification of Compliance (Form C). This form should be submitted when an UST is installed or replaced for piping installations or retrofits. This form does not have to be submitted for piping repairs.
3. Operating permit and associated conditions.
4. Billing and collection of local fees.
5. Billing and collection of surcharge fees.
6. Plot plan.
7. Installation and construction details (as-built drawings or blue lines).
8. Site variances, if any.
9. Financial responsibility documentation for tanks containing petroleum.
10. Agreements covering monitoring between the owner and operator where applicable.
11. Leak detection equipment information such as equipment manuals or brochures.
12. Copies of third-party evaluations/certifications for leak detection equipment for tanks and piping.
13. Copies of third-party evaluations/certifications for primary and secondary containment components (flex connectors, dispenser plans, spill containers, etc.).
14. Documentation showing that monitoring equipment and devices were installed and calibrated in accordance with manufacturer's instructions.
15. Documentation showing that equipment and devices have been annually maintained/serviced in accordance with manufacturers instructions.
16. Written routine monitoring procedures:
 - Visual inspection procedures for vaulted tanks, suction piping, dispensers, exposed piping, etc.
 - Frequency of monitoring for tanks and piping (daily dipsticking for SIR, continuous monitoring for double-walled containment, weekends only, etc.)
 - Methods and equipment, identified by name and model, used to monitor the tank
 - Methods and equipment, identified by name and model, used to monitor the piping
 - Locations, as identified on a plot plan, where monitoring is performed (at the sumps, dispensers, or monitoring wells also, indicate the location of the alarm system and its printers)
 - Names and titles of persons responsible for monitoring and/or maintaining the equipment (site manager/operator, person performing routine monitoring procedure such as the dipsticking or daily electronic panel display check)
 - Reporting format (copies of logs, printouts from automatic tank gauges, SIR forms, etc.)
 - Record keeping requirements for visual monitoring, computer printouts, SIR reconciliation, etc.

- Preventive maintenance schedule for the monitoring equipment (the maintenance schedule must comply with the manufacturer's instructions and be performed at least annually) and the name of contact person for the maintenance company
 - Description of the training necessary for the operation of both the tank system and the monitoring equipment.
17. Emergency response plan:
 - A description of the proposed methods and equipment to be used for removing and availability of the required equipment if not permanent on-site, and equipment maintenance schedule for equipment located on-site (absorbent material, cleanup rags, disposal binds, etc.)
 - Names and titles of persons responsible for authorizing work necessary under the response plan (owner, operators and/or maintenance company).
 18. Tank and piping integrity test reports
 19. Copies of inconclusive or failed SIR reports
 20. Annual SIR summary statements
 21. Cathodic protection equipment records
 22. Interior lining records
 23. Records of repairs and upgrades
 24. Documentation of recordable and reportable unauthorized releases (estimated quantity released. Cleanup activities, monitoring reports or other notes)
 25. Status/condition of remediation for contaminated sites (boring logs, well casing development, monitoring reports, consultant's reports, etc.)
 26. Temporary closure permits
 27. Previous inspection reports and inspection checklists in chronological order
 28. Indications as to compliance status - Is reinspection due?
 29. Notices of violations and other enforcement documents.
 30. Correspondence or records of communications
 31. Section for notes or historical documentation

>Repair, replace, or adjust continuity and interference bonds.

>Repair defective insulating devices.

Footnotes:

1. For an 0.2 gph test, product level should be within 10 percent of the highest operating level since the last monthly test or the test must be performed following product delivery without any dispensing (See Number 8).
2. Presence of ground water around the tank along with the presence of high water levels in a tank may be an indication of a leak. Excessive cases of water ingress could indicate a leak and should be analyzed closely. If the operator is constantly removing excess amounts of water from a tank, there may be a hole in the tank. The presence of water in a tank could also be attributed to condensation of rainwater access through the fill tube (See Number 15).

SUCTION PIPING DAILY INSPECTION LOG

Date / M/Yr.	Operator	Does the Display Wheel Skip or Jump?	Does the pump start running fast then slow down as it begins pumping fuel?	Does the pump make a rattling sound or dispense an erratic flow of fuel?
Day				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Date / M/Yr.	Operator	Does the Display Wheel Skip or Jump?	Does the pump start running fast then slow down as it begins pumping fuel?	Does the pump make a rattling sound or dispense an erratic flow of fuel?
Day				
1				
2				
3				
4				
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28				
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30				
31				

ACTIONS TO TAKE:

If any of the above indicators are observed during testing of the suction piping system, the pipeline check valve should be inspected to determine if it is seated lightly. If there is any doubt, the inspection that the valve seats tightly, it should be repaired, replaced, or sealed off. Then the suction pumping test should be repeated and if air is still entering the suction line, it is assumed that the pipe is leaking underground.

Written records of the daily monitoring must be maintained at the facility site.

Last update: August 17, 2000

Local UST Agencies

Counties are listed in alphabetical order

Cities are listed after the counties in which they are located

Each agency is identified as a CUPA, PA to a CUPA, JPA CUPA, or Local Agency

Use the "find" option to search for an agency.

Netscape users press "CTRL+F"

Note: This page serves as a source for e-mail and website addresses for all agencies implementing the UST program.

However, websites do not necessarily contain UST program information.

Please [contact us](#) to request a change of information.

County of Alameda
Certified Unified Program Agency (CUPA)
Robert Weston
Senior Hazardous Materials Specialist
Department of Environmental Health
1131 Harbor Bay Parkway
Alameda, CA 94502-6577
(510) 567-6700
fax: (510) 337-9335
e-mail: rweston@co.alameda.ca.us
website address:

City of Berkeley
Certified Unified Program Agency (CUPA)
Nabil Al-Hadithy
Supervisor
Toxics Management Division
2118 Milvia Street, Suite 200
Berkeley, CA 94704
(510) 705-8150
fax: (510) 540-5672
e-mail: naaw@ci.berkeley.ca.us
website address: www.ci.berkeley.ca.us

City of Fremont
Certified Unified Program Agency (CUPA)
Bill Reykalin
Fire Marshal/Division Chief

Fremont Fire Department

Mailing address:

P.O. Box 5006

Fremont, CA 94537-5006

Street address:

39100 Liberty

Fremont, CA 94537-5006

(510) 494-4279

fax: (510) 494-4822

e-mail:

website address: www.infolane.com/fremont/homepg.html

City of Hayward

Certified Unified Program Agency (CUPA)

Hugh Murphy

Hazardous Materials Program Coordinator

Hayward Fire Department

777 B Street

Hayward, CA 94541

(510) 583-4910

fax: (510) 583-3641

e-mail: [hazmatazz@aol.com](mailto: hazmatazz@aol.com)

website address: www.ci.hayward.ca.us

Cities of Livermore/Pleasanton

Joint Powers of Authority (JPA) Certified Unified Program Agency (CUPA)

Danielle Stefani

Hazardous Materials Coordinator

Livermore-Pleasanton Fire Department

4550 East Avenue

Livermore, CA 94550

(925) 454-2362

fax: (925) 454-2367

e-mail:

website address: www.ci.pleasanton.ca.us

City of Newark

Certified Unified Program Agency (CUPA)

Jackie Bretschneider

Hazardous Materials Specialist

Newark Fire Department

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Newark, CA 94560

(510) 790-7254

fax: (510) 790-7281

e-mail: [jackie.bretschneider@newark.org](mailto: jackie.bretschneider@newark.org)

website address: www.newark.org

City of Oakland
Certified Unified Program Agency (CUPA)
Leroy Griffin
Hazardous Materials Supervisor
Office of Emergency Services
1605 Martin King Jr. Way
Oakland, CA 94612
(510) 238-3938
fax: (510) 238-7761
e-mail: lgriffin@oaklandnet.com
website address: www.ci.oakland.ca.us

City of San Leandro
Certified Unified Program Agency (CUPA)
Michael Bakaldin
Hazardous Materials Coordinator
Fire Department
835 East Fourteenth Street, Suite 200
San Leandro, CA 94577
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e-mail: mbakaldin@ci.san-leandro.ca.us
website address: www.ci.san-leandro.ca.us

City of Union City
Certified Unified Program Agency (CUPA)
Jay Swardenski
Environmental Program Manager
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34009 Alvarado-Niles Road
Union City, CA 94587
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County of Alpine
Certified Unified Program Agency (CUPA)
Jim Goodloe
Environmental Health Specialist II
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Mailing address:
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Markleeville, CA 96120

Street address:

260 Laramie

Markleeville, CA 96120

(530) 694-2146

fax: (530) 694-2770

e-mail:

website address:

County of Amador

Certified Unified Program Agency (CUPA)

Robert Fourt

Underground Tank Coordinator

Environmental Health Department

500 Argonaut Lane

Jackson, CA 95642

(209) 223-6439

fax: (209) 223-6228

e-mail:

website address:

County of Butte

Local Agency

Greg Lyon

Environmental Health Specialist III

Environmental Health Division

Mailing address:

P.O. Box 5364

Chico, CA 95927

Street address:

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Chico, CA 95928

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County of Calaveras

Local Agency

Tony Maris

Registered Environmental Health Specialist

Environmental Health Department

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Local UST Agencies

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website address: co.solano.ca.us

County of Sonoma Emergency Services

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Local Agency

Christine Tuckey

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Local Agency

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[Napa County](#)

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[Santa Clara VWD](#)

[Solano County](#)
[Sonoma County](#)
[Stanislaus County](#)
[Tulare County](#)
[Ventura County](#)

Alameda County

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Regional Water Quality Control Board

UST Program Managers

Last updated June 21, 2000

Regional Board/Office	Contact Person	Telephone Number Public/CALNET)	Fax Number
Region 1 - North Coast -- Santa Rosa	Susan Warner	(707) 576-2697 CALNET 8-590-2697	(707) 523-0135
Region 2 - San Francisco Bay -- Oakland	Stephen Hill John Kaiser	(510) 622-2361 CALNET 8-561-2361	(510) 622-2460
Region 3 - Central Coast -- San Luis Obispo	Jay Cano	(805) 549-3699 CALNET 8-629-3699	(805) 543-0397
Region 4 - Los Angeles -- Los Angeles	David Bacharowski	(213) 576-6620 No CALNET	(213) 576-6640
Region 5 - Central Valley -- Sacramento	Gordon Boggs	(916) 255-3139 CALNET 8-495-3139	(916) 255-3015
Central Valley -- Redding	Phil Woodward	(530) 224-4853 CALNET 8-441-4853	(530) 224-4857
Central Valley -- Fresno	John Noonan	(559) 445-5550 CALNET 8-421-5550	(559) 445-5910
Region 6 - Lahontan -- South Lake Tahoe	Lisa Dernbach	(530) 542-5424 No CALNET	(530) 544-2271
Lahontan -- Victorville	Elizabeth Lafferty	(760) 241-7408 No CALNET	(760) 241-7308
Region 7 - Colorado River -- Palm Desert	Abdi Haile	(760) 776-8939 No CALNET	(760) 341-6820
Region 8 - Santa Ana -- Riverside	Ken Williams	(909) 782-4496 CALNET 8-632-4496	(909) 781-6288
Region 9 - San Diego -- San Diego	John Anderson	(858) 467-2975 CALNET 8-734-2975	(619) 571-6972



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VIOLETIONS AND PENALTIES

§25299, Health and Safety Code (H&SC)

This section of the law describes civil and criminal penalties for violating the law. Following is the text (with emphasis added) of Section 25299 H&SC:

- (a) Any **operator** of an underground tank system shall be liable for a civil penalty of not less than five hundred dollars (**\$500**) or more than five thousand dollars (**\$5,000**) for **each underground storage tank** for **each day** of violation for any of the following violations:
- (1) Operating an underground storage tank system which has not been issued a permit, in violation of this chapter.
 - (2) Violation of any of the applicable requirements of the permit issued for the operation of the underground tank system.
 - (3) Failure to maintain records as required by this chapter.
 - (4) Failure to report an unauthorized release, as required by Sections 25294 and 25295.
 - (5) Failure to properly close an underground storage tank system, as required by Section 25298.
 - (6) Violation of any applicable requirement of this chapter or any requirement of this chapter or any regulation adopted by the board pursuant to Section 25299.3.
 - (7) Failure to permit inspection or to perform any monitoring, testing or reporting required pursuant to Section 25288 or 25289.
 - (8) Making any false statement, representation, or certification in any application, record, report or other document submitted or required to be maintained pursuant to this chapter.
 - (9) Tampering with or otherwise disabling automatic leak detection devices or alarms.
- (b) Any **owner** of any underground storage tank system shall be liable for a civil penalty of not less than five hundred dollars (\$500) or more than five thousand dollars (\$5,000) per day for each underground storage tank, for each day of violation, for any of the following violations:

- (1) Failure to obtain a permit as specified by this chapter.
 - (2) Failure to repair or upgrade an underground tank system in accordance with this chapter.
 - (3) Abandonment or improper closure of any underground tank system subject to this chapter.
 - (4) Knowing failure to take reasonable and necessary steps to assure compliance with this chapter by the operator of an underground tank system.
 - (5) Violation of any applicable requirement of the permit issued for operation of the underground tank system.
 - (6) Violation of any applicable requirement of this chapter or any regulation adopted by the board pursuant to Section 25299.3.
 - (7) Failure to permit inspection or to perform any monitoring, testing or reporting required pursuant to Section 25288 or 25289.
 - (8) Making any false statement, representation or certification in any application, record, report or other document submitted or required to be maintained pursuant to this chapter.
- (c) Any person who intentionally **fails to notify** the board or the local agency when required to do so by this chapter or who **submits false information** in a permit application, amendment, or renewal pursuant to Section 25286, is liable for a civil penalty of not more than five thousand dollars (\$5,000) for each underground storage tank for which notification is not given or false information is submitted.
- (d) (1) Any person who falsifies any monitoring records required by this chapter, or knowingly fails to report an unauthorized release, shall, upon conviction, be punished by a fine of not less than five thousand dollars (\$5,000) or more than ten thousand dollars (\$10,000), by imprisonment in the county jail for not to exceed one year, or by both that fine and imprisonment.
- (d) (2) Any person who intentionally disables or tampers with an automatic leak detection system in a manner that would present the automatic leak detection system from detecting a leak or alerting the owner or operator of the leak, shall, upon conviction, be punished by a fine of not less than five thousand dollars (\$5,000) or more than ten

thousand dollars (\$10,000), by imprisonment in the county jail for not more than one year, or by both the fine and imprisonment.

- (e) In determining both the civil and criminal penalties imposed pursuant to this section, the court shall consider all relevant circumstances, including, but not limited to, the extent of harm or potential harm caused by the violation, the nature of the violation and the period of time over which it occurred, the frequency of past violations and the corrective action, if any, taken by the person who holds the permit.
- (f) Each civil penalty or criminal fine imposed pursuant to this section for any separate violation shall be separate, and in addition to, any other civil penalty or criminal fine imposed pursuant to this section or any other provision of law, and shall be paid to the treasury of the local agency or state, whichever is represented by the office of the city attorney, district attorney or Attorney General bringing the action. All penalties or fines collected on behalf of the board or a regional board by the Attorney general shall be deposited in the State Water Pollution Cleanup and Abatement Account in the State Water Quality Control Fund, and are available for expenditure by the board, upon appropriation, pursuant to Section 13441 of the Water Code.
- (g) Paragraph (9) of subdivision (a) does not prohibit the owner or operator of an underground storage tank, or his or her designee, from maintaining, repairing or replacing automatic leak detection devices or alarms associated with that tank.

INJUNCTIONS AND RESTRAINING ORDERS THROUGH SUPERIOR COURT

The most egregious violations may require drastic measures on your part. If you have violations that seriously threaten human health and safety or the environment and you must stop the threat immediately, go to your city attorney or district attorney for a temporary or permanent injunction or restraining order.

§25299.01, H&SC

When any person has engaged in, is engaged in, or is about to engage in any acts or practices which violate this chapter, or Chapter 6.75 (commencing with Section 25299.10) or any rule, regulation, permit, standard, requirement or order issued, adopted, or executed pursuant to this chapter or Chapter 6.75 (commencing with Section 25299.10), the city attorney of the city in which the acts or practices occur, occurred, or will occur, the district attorney of the county in which the acts or practices occur, occurred or will occur, or the attorney General may apply to the superior court for any order enjoining these acts or practices, or for an order directing compliance.

The court may grant a permanent or temporary injunction, restraining order, or other order.

§25299.02, H&SC

Every civil action brought under this chapter shall be brought by the city attorney, the district attorney or the Attorney General in the name of the people of the State of California, and any actions relating to the same violations may be joined or consolidated.

§25299.03, H&SC

Any civil action brought pursuant to this chapter shall be brought in the county in which the violation occurred, the county in which the principal office of the defendant is located, or the county in which the Attorney General has an office nearest the county in which the principal office of the defendants, or any of them, in this state is located.

LOCAL AGENCY REQUIREMENTS CAN BE MORE STRINGENT THAN STATEMENT REQUIREMENTS

§25299.2, H&SC

- (a) Except as provided in subdivision (a) of Section 25299.4, this chapter does not preclude or deny the right of a local agency to adopt and enforce any regulation, requirement, or standard of performance that is more stringent than a regulation, requirement, or standard of performance in effect under this chapter with respect to underground storage tanks, if the regulation, requirement or standard of performance, as provided in this subdivision, is consistent with this chapter.
- (b) This chapter shall not be construed to preclude or deny the right of a local agency to regulate tanks which are not subject to regulation under this chapter or the federal act.